

# BOARD OF SUPERVISORS

## Brown County



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### ADMINISTRATION COMMITTEE

Tom Lund, Chair  
Jack Krueger, Vice Chair  
Patty Hoeff, Tony Theisen, Andy Williams

### ADMINISTRATION COMMITTEE

Thursday, September 24, 2009

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call to order.
  - II. Approve/modify agenda.
  - III. Approve/modify minutes of August 27, 2009.
1. Review of Minutes
    - a. Housing Authority (8/17/09).

### Communications

2. Communication from Supervisor Andrews to request a monthly report (update) on the state of the budget for the entire County, with areas pointed out that are beginning to show difficulty.
3. Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets.

### Corporation Counsel

4. Record Retention report.

### Treasurer

5. Budget Status Financial Reports for June and July 2009.
6. Treasurer's Financial Report for the Month of June.

### County Clerk

7. Budget Status Financial Report for August 31, 2009.
8. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Eaton for the Statewide Voter Registration System (SVRS).
9. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Holland for the Statewide Voter Registration System (SVRS).
10. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Humboldt for the Statewide Voter Registration System (SVRS).
11. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Lawrence for the Statewide Voter Registration System (SVRS).

12. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Morrison and for the Statewide Voter Registration System (SVRS).
13. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of New Denmark for the Statewide Voter Registration System (SVRS).
14. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Pittsfield for the Statewide Voter Registration System (SVRS).
15. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Glenmore for the Statewide Voter Registration System (SVRS).
16. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Green Bay for the Statewide Voter Registration System (SVRS).
17. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Rockland for the Statewide Voter Registration System (SVRS).
18. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Town of Wrightstown for the Statewide Voter Registration System (SVRS).
19. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Village of Denmark for the Statewide Voter Registration System (SVRS).
20. Resolution re: Supporting the 2010-2011 Memo of Understanding between Brown County and the Village of Pulaski for the Statewide Voter Registration System (SVRS).

#### **Facility & Park Management**

21. Budget Status Financial Report for August 2009 (to be distributed at meeting).
22. Courthouse Roof Plan Discussion.
23. RFP for Courthouse Remodeling.

#### **Human Resources**

24. Budget Status Financial Report for July 31, 2009.
25. Human Resources Activity Report for August 2009.

#### **Dept. of Administration**

26. 2009 Budget Transfer Log.
27. Grant Application Approval Log.
28. Administration - Budget Status Financial Report for July 31, 2009.
29. Information Services - Budget Status Financial Report for July 31, 2009.
30. Request for Budget Transfer (#09-76): Interdepartmental Transfer (see attached for details).
31. Director's Report.

#### **Child Support Agency**

32. Budget Status Financial Report for July 2009.
33. Request for Budget Transfer (#09-77): Increase in Expenditures with Offsetting Increase in Revenue (see attached for details).

34. **Register of Deeds** – Budget Financial Report for July 2009.

#### **Other**

35. Discussion re: November and December meeting dates.
36. Audit of bills.
37. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda  
Word97/agendas/admin/August27\_2009.doc

## **PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, August 27, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Patty Hoeft, Jack Kruger, Tom Lund, Tony Theisen, Andy Williams  
**Also Present:** John Luetscher, Bill Dowell, Darlene Marcelle, Debbie Klarkowski, Lynn VandenLangenberg, Jeff Oudeans, Jayme Sellen, Jackie Scharping, Bob Heimann

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I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. **MOTION APPROVED UNANIMOUSLY**

III. **Approve/Modify Minutes of July 23, 2009:**

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve. **MOTION APPROVED UNANIMOUSLY**

1. **Review of Minutes:**

a. **Housing Authority (7/20/09)**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

**Communications:**

2. **Communication from Supervisor LaViolette re: Request a status report on the \$830,000 of estimated salary/fringe benefit savings in the 2009 budget. (Referred from August County Board):**

Lynn VandenLangenberg distributed a listing of health insurance fringe benefit savings from vacant positions (attached) using projected costs, then comparing that to the actual budget. Numbers show an approximate \$2.7 million budget savings, along with a \$1.5 million levy savings. This covers the estimated \$830,000 questioned by Supervisor LaViolette. VandenLangenberg stated she will work with each department regarding budget transfers which will reduce the fringe benefit line item.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

**Corporation Counsel:**

3. **Request for Budget Transfer (#09-54): Interdepartmental Transfer. (See attached for description):**

This request is to cover a 2008 deficit for Corporation Counsel in the amount of \$53,184. John Luetscher explained that major contributors to the shortfall included the need for outside legal counsel due to vacancies of attorney positions within the office. Because of those vacancies there was also a reduced collection of IV-E chargeback revenue from Human Services for termination of parental rights cases that were normally done in-house but were instead contracted out to private attorneys.

At the questioning of Supervisor Krueger regarding IV-E chargeback revenue, Mr. Luetscher, explained that Rob Collins has been hired specifically to handle cases related to termination of parental rights. The practice of hiring private attorneys to handle these cases ceased as of January 2009.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

4. **Corporation Counsel Report of Activities:**

John Luetscher explained that his work consists mainly of miscellaneous duties of giving advice and counsel, drafting documents, small court claims cases, has assisted the Treasurer with delinquent tax foreclosures, the Zoning Department with civil investigations, preparation of ordinances and resolutions as requested, etc. Rebecca Lindner has been hired to handle guardianships, protective placements, and mental commitments for juveniles and adults. She also handles civil work including subrogation cases.

Private attorney expenses were addressed, with Mr. Luetscher explaining that when the position of Corporation Counsel was vacant and before he was hired, legal work was sent to private attorneys, mostly to Fred Mohr, or Jim Kalny of Davis & Kuelthau resulting in substantial legal bills. As of this time 90% of the legal work has been concluded or Luetscher is now working on these files. Luetscher stated he has not had to hire outside counsel since he began his position.

Luetscher explained that bills from Attorney Mohr will continue because of his contract to represent the Brown County Board. Contracts with Attorney Michael Best will also continue and are related to PCB litigation. Luetscher stated, however, that 80% of the bills from Michael Best are recovered through Wausau Insurance.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Facility & Park Management:**

5. **Director's Update:**

Due to leaks in the Courthouse roof over the last couple of years, a study was completed and Somerville Architects chosen (distributed). Dowell explained the plan has been submitted in the budget request for next year. The committee will review the plan and determine if they would like a presentation from the architect. (Summary attached)

Dowell also reported that work on the Courthouse copper dome is in progress and that the budget is on schedule.

*Supervisors Williams & Hoeft arrived 5:37 and 5:39 p.m. respectively.*

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**County Clerk:**

**6. Resolution re: Establish Domestic Partnership Fees:**

A resolution to establish domestic partnership fees was presented by County Clerk, Darlene Marcelle, with a request for approval. Marcelle explained this is already in effect and is a formality through the Governor's budget.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

**7. Resolution re: Increase the Marriage Waiver Fee from \$10.00 to \$25.00:**

This resolution is a request to approve an increase in the marriage waiver fee from \$10 to \$25. Marcelle stated that approval would result in an approximate \$2,500 or more increase in revenue to her department.

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY**

**8. Update on Domestic Partnership Applications:**

Marcelle reported there have been 39 domestic partnership applications to date.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**9. Election Update re: Needs for Election Voting Equipment:**

As of next year, there will no longer be parts available for the Eagle voting election machines. County Clerk Marcelle stated she has been looking for spare machine parts through the City of Green Bay.

Marcelle also reported that a listening session was recently held at the Neville Museum. Fifty-four clerks and representatives of the Government Accountability Board/State Elections Board were in attendance to discuss concerns.

**Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Human Resources:**

**10. Budget Status Financial Report for June 30, 2009:**

Debbie Klarkowski reported that all cost categories are within budget at this time.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**11. Human Resources Activity Report for July 2009:**

**Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Dept of Administration:**

12. **2009 Budget Transfer Log:**

Supervisor Krueger questioned item 09-48 related to the Library – “Notification of transfer of \$34,000 from fringe benefits to professional services to cover the cost of facility assessments for all library-owned facilities with the exception of Central which is being funded through a capital bond project”, stating he did not agree with any bonding for maintenance. Mr. Dowell explained that assessment of the system is a pre-design plan which has been budgeted as part of the total plan.

Krueger also asked for a breakdown of the membership costs paid to the Nicolet Federated Library System, in addition to what kind of revenue, if any, there has been due to the accreditation. Supervisor Krueger was advised to take this issue before the Ed & Rec Committee.

**Motion made by Supervisor Williams and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

13. **Grant Application Approval Log:**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

14. **Administration - Budget Status Financial Report for June 30, 2009:**

Ms. VandenLangenberg reported a year-to-date savings in salaries and fringe due to vacancies, in addition to a savings in contracted services related to temporary help.

**Motion made by Supervisor Theisen and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

15. **Information Services - Budget Status Financial Report for June 30, 2009:**

A year-to-date savings is also seen in salaries and fringe.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. MOTION APPROVED UNANIMOUSLY**

16. **June 30, 2009 Vehicle Listing:**

**Motion made by Supervisor Theisen and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY**

17. **Ordinance to Repeal and Re-Create Section 3.14 “Budget Transfers of the Brown County Code”:**

Ms. VandenLangenberg explained that because of the implementation of the new County-wide financial system, the current procedure used by departments to make adjustments to their adopted budgets requires updating. An ordinance to repeal and re-create Section 3.14 relative to budget transfers of the Brown County Code was presented for approval.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY**

18. **Request for Budget Transfer (#09-64): Increase in Expenditures with Offsetting Increase in Revenue. (See attached for description):**

The Convention Center/Arena Lease Fund tracks the room tax revenue. In the past the net of room tax deposited into the bank account was recorded. Effective 1/1/09, the full amount of the room tax collection will be recorded as revenue and the municipality retainer will be recorded as an expense. VandenLangenberg explained there is no cash impact with the change, however, the expense line item needs to be added to properly record this retainer in the amount of \$478,000.

VandenLangenberg further explained that the revenue amount would have increased, however, the room tax collections are not as high as projected so no change will be made to the line item. The amount of room tax revenue collected, less the retainer and the bond payments, is retained in the "excess room tax" fund.

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. MOTION APPROVED UNANIMOUSLY**

19. **Director's Report:**

Lynn VandenLangenberg explained that items 20 to 31 are related to transfers from the general fund because of deficits in projected revenues and is an accounting practice. A financial statement or "Property Tax Levy (Over) Under Approved as of 12/31/2008" was distributed and is attached.

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**General Fund Balance Transfers:**

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to suspend the rules and consider agenda items 20 to 31 together. MOTION APPROVED UNANIMOUSLY**

20. **Request for Budget Transfer (#09-50): Interdepartmental Transfer: Museum:**
21. **Request for Budget Transfer (#09-51): Interdepartmental Transfer: Land & Water Conservation Department:**
22. **Request for Budget Transfer (#09-52): Interdepartmental Transfer: Planning & Land Services:**
23. **Request for Budget Transfer (#09-53): Interdepartmental Transfer: Register of Deeds:**
24. **Request for Budget Transfer (#09-55): Interdepartmental Transfer: Clerk of Courts:**
25. **Request for Budget Transfer (#09-56): Interdepartmental Transfer: Circuit Court System:**
26. **Request for Budget Transfer (#09-57): Interdepartmental Transfer: District Attorney:**

27. **Request for Budget Transfer (#09-58): Interdepartmental Transfer: Sheriff's Department:**
28. **Request for Budget Transfer (#09-59): Interdepartmental Transfer: Executive Department:**
29. **Request for Budget Transfer (#09-60): Interdepartmental Transfer: Human Services Department:**
30. **Request for Budget Transfer (#09-61): Interdepartmental Transfer: Land & Water Conservation Dept:**
31. **Request for Budget Transfer (#09-62): Increase in Expenditures with Offsetting Increase in Revenue. (See attached for description):**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve items 20 to 31. MOTION APPROVED UNANIMOUSLY**

32. **Child Support Agency - Budget Status Financial Report for June 30, 2009:**  
Jackie Scharping addressed items on the budget report, explaining that all cost categories are below year-to-date budget amounts. The funding for Child Support is on the Federal Fiscal Year which begins 10/1. A savings in expenses was reported.

**Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY**

**Treasurer** – No agenda items

**Other:**

33. **Audit of Bills:**

**Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve payment of bills. MOTION APPROVED UNANIMOUSLY**

34. **Such Other Matters as Authorized by Law:**  
Supervisor Williams asked that department heads be reminded the committee would like handouts before meeting time.

**Motion made by Supervisor Krueger and seconded by Supervisor Williams to adjourn at 6:35 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel  
Recording Secretary



**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, August 17, 2009**  
**City Hall**  
**100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**  
**3:00 p.m.**

**MEMBERS PRESENT:** Darlene Hallet- Chair, Michael Welch-Vice Chair, Paul Kendle, Tom Diedrick.

**MEMBERS EXCUSED:** Rich Aicher.

**OTHERS PRESENT:** Robyn Hallet, Jake Lopez, Anne May Steffel, Rob Strong, Donella Payne, Matt Roberts, Chip Law, D. Swanson, M. Mason.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the July 20, 2009, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick and seconded by M. Welch to approve the minutes from the July 20, 2009, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

None.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program, with possible action on the Monthly Tracking of the Preliminary Applications.

A. Preliminary Applications

D. Payne stated that there were 159 preliminary applications received by ICS for the month of July.

B. Housing Assistance Payments

D. Payne stated that for HAP there were \$1,045,430 dollars.

C. Housing Assistance Unit Count

D. Payne stated that the unit count did drop due to moves. The unit count is at 2,756. There are 833 people on the waiting list.

D. Housing Quality Standard Inspection Compliance

M. Roberts stated that he hopes that this is turning back in the right direction. For the month of July there were 419 inspections. The fails have decreased down to 32.22%, which puts the total pass percentages at just under 70%, which is where they have consistently been. Initial inspections are still down a

bit and he would like to see that number come up. The re-evaluations are passing at a higher rate.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that for July the administrative fees are a little over \$18,000 dollars under budget.

F. SEMAP Monitoring Report

D. Payne stated that they are running at 100% and are still a high performer.

G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne stated for the month of July there are 103 clients, of which, 41 have escrow accounts, 2 graduated, and there are 4 new contracts.

H. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that the client count is at 94.

3. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

D. Payne stated that there were 32 investigations for July. 15 of the investigations were substantiated, 4 were closed because they could not be substantiated, and 13 are still open. She distributed a spreadsheet that Langan Investigations provided.

M. Mason addressed the spreadsheet and explained what the data tells the Authority. He stated that he did not realize that the Authority was not getting these spreadsheets. The purpose of the spreadsheet is for the Authority to understand where they are working, what they are closing cases for, what they are denying applications for, what resources are utilized to solve a case, date case received, date case resolved, etc.

R. Strong stated that there is a concern with even though names are left off of the spreadsheet, the street address is still listed and we don't want people to be able to target properties in their neighborhood. He requested that the address number be listed in a separate field so that only the street name is listed, or maybe just list the community the property is in rather than the address.

M. Mason stated that he would come up with something to address that concern.

**OLD BUSINESS:**

D. Hallet stated that item 4 belongs under old business, not new business.

4. Discussion and action on a recommendation from the Brown County Administration Committee "to require that people on the waiting list contact the Housing Authority office each month in order to keep their application active."

R. Strong stated that he and Greg Geiser had attended the Brown County Administration Committee approximately two months ago and at that time the item

on the agenda was to recommend to the Authority to reduce the scale of the program by returning vouchers to HUD. After doing some research, HUD does not take vouchers back unless they come back with the money. The money the Authority has is being used to support the vouchers that are out there so there could not be vouchers turned back in. The Administration Committee felt there were other things that the Authority could do and one of the suggestions was to reduce the amount of payment that is made on the average and that way everyone on the list could be funded. It was suggested that the average amount of payment be reduced by about \$50. It was explained to the Administration Committee that we can't just cut the payments because people are relying on these payments. However, every year when the Authority does come to the Committee to ask for adjustments, the payments could be frozen or maybe bring the payments down on the utility side. This was approved at the last meeting.

R. Strong stated that another suggestion made by the Committee is this one listed on the agenda. This is an effort to try and make sure that the Brown County residents that need help are going to be helped first. By requiring people to keep in touch while they are on the waiting list it would stop them from coming in to Green Bay, establishing residency for a day, a week, or whatever is required, put in their application and then head back to their home wherever that may be and wait. The Administrative Committee's suggestion would require applicants to come in and register on a monthly basis and state they are still active and interested in the program and that they are still a resident of Brown County. This item was held up from the last meeting in order to give ICS a chance to look into it.

Also at that meeting there was a motion to have the Authority close the waiting list and not take any more applications until the list was significantly reduced. That motion was voted down at the Committee level but when it went to the County Board, the County Board did approve it 15-8. When the waiting list does get down to a certain number, it would be reopened. Anyone could still apply, but the local residents would be made aware of the fact that applications are being accepted again and they should then be able to get their application in quickly and we would be able to serve Brown County first. To date he has not received formal notice of this request so that is why it is not on the agenda.

D. Payne stated that she has started to do research on having people check in monthly. She has looked at the regulations and spoken with HUD. She stated that Rich Aicher had suggested that for the non-preference, the people that don't live here, we could require them to check in monthly. That goes completely against HUD regulations, which forbids basing admission on where someone lives. If we did establish a procedure where the non-preference people had to come in and check in monthly, we are basically telling them they are not eligible for the program. This would also impact Fair Housing because people in Chicago and Milwaukee have high minority populations and the regulations would prohibit this if there is an impact on protected classes, which there would be if we followed that recommendation. A time study was done, and if we did have people who are on the preference list checking in monthly with us to stay on the list, that would create a half FTE position. Currently ICS has a process where once a year something is sent out to the people on the list to see if they still want to be on the list, if their

address is still current, etc. Her concern is the impact it would have with staff to try and do this every month. She is not sure what the benefit is and what is trying to be gained by doing this.

R. Strong stated that at the Committee level, the hope was to ensure that the people in Brown County who have needs are being met first. The idea was to have these individuals contact us and check in every month to make sure they are still interested in the program and are living in Brown County.

M. Welch stated that we do not want to create any additional hardship for clients that are elderly or disabled and asked if it were known what number of participants would fall into those classes.

D. Payne stated that with the waiting list breakdown, the first preferences are elderly, disabled, and veterans. There are currently 69 on that list. If the list were closed, those would be pulled off of the list next month. There are 258 households with minors on the list within Brown County. If the waiting list were closed then we would have exhausted that preference by the end of this year. The third preference is all others residing in Brown County. The last time anyone was pulled from this list was March of 2008. There are 278 individuals on this list. This will be exhausted in February if the waiting list is closed down. The last time anyone was pulled from the non-preference list outside of Brown County was back in 2001. There are 239 people on that list.

R. Strong stated that if we closed the program, everything would be used up within six months.

C. Law stated that part of the problem at the county level is the lack of understanding of the program. There seems to be the idea that there are simple fixes that could be implemented and that is not the case. Between the HUD regulations and Fair Housing there are a lot of things that need to be taken into consideration. At the end of the day he does not see anything gained from making this change.

R. Hallet stated that applicants are required to update ICS with their new address when they move. If someone is living here for a day and they apply and are approved and given the preference, if they move to another area, they have to notify ICS of that and they are then put on the non-preference waiting list. If they do not notify ICS that they have moved and a letter is sent out letting them know that their name has come up, the mail is returned to ICS because it is marked with return service requested. The ICS mail is not forwarded even if the applicant has put in a forwarding request with the post office. ICS then knows immediately that they have moved outside of Brown County.

P. Kendle stated that it seems like the issue is that there is a perception out there that the people who are applying for the program are transient from somewhere else and are coming to this community because they can receive housing assistance or housing vouchers. Is there any data to contradict that perception?

C. Law stated that by HUD's definition of resident, a person only has to live here for a day. The Authority has requirements put into place for someone to have a complete preliminary application that are more than just being here for one day. The individual needs to have an address, a driver's license with that address, etc. He does not believe it is the norm that people are coming here just for the assistance.

R. Hallet stated that while availability of vouchers may be a factor that influences someone's decision to move here, there are so many other factors that come into that decision like the good schools, the ability to get a good job, and the fact that this is a good community to live in.

R. Strong stated that he agreed with P. Kendle and we need to have statistics that show very clearly how many people had been living in Brown County for more than a year when they got into the program vs. those who have not.

C. Law stated that they would pull together some stats and include it in the workshop if that is approved. The workshop is going to be addressed under item 8 on this agenda.

M. Welch questioned why minors are given a preference over Brown County residents.

D. Payne stated that the first preference is elderly, disabled, or a vet that lives in Brown County. The second preference is families with minor children that live in Brown County. Anything else as far as residence in Brown County falls into the third preference.

R. Hallet questioned if stats were available to show how many applications have been denied because of the lack of proof of an address. This would help the Administrative Committee see that not everyone who applies gets on the waiting list.

P. Kendle stated that his recommendation would be to prepare a response to the Administrative Committee in regards to the waiting list that states that the Authority feels that the system currently in place where we communicate only by mail and the people on the list can only be notified if they are receiving their mail at that address, accomplishes what the Committee is looking for. We are only helping people who are in need in Brown County and not people who are saying they are in Brown County but actually live somewhere else.

A motion was made by P. Kendle and seconded by T. Diedrick to prepare a response to the Administrative Committee regarding the system currently in place and utilized by ICS. Motion carried.

#### **NEW BUSINESS:**

5. Discussion and action on a proposal to amend Chapter 8 of the Administrative Plan.

M. Roberts stated that Chapter 8 is the Housing Quality Standards for inspection. There are 24 proposed changes, which are listed in red. He went through each change and briefly explained what the intention of the change is.

Regarding the proposed change for railings, R. Strong stated that the City of Green Bay had recently made a change to its requirements for hand rails and tied that into the age of the home.

M. Roberts stated he would check on this but felt HUD regulations may be what ICIS would need to follow.

Regarding the proposed change for smoke detectors, R. Hallet questioned the change that says, "whereas a smoke detector is not functioning and it is the ONLY smoke detector on that floor of the unit, the situation may then be considered a life threatening situation, and the tenant or landlord is required to resolve the inoperable smoke detector within 5 day of the date of the inspection notice." She questioned if that should be changed to be resolved within 24 hours.

M. Roberts stated the wording would need to be reworked. If it is the only smoke detector on the floor and is not working, it would be considered life threatening and need to be fixed within 24 hours. If it is not the only smoke detector on the floor and the other(s) do work, it would not be considered life threatening and they would then have 5 days to make the necessary repairs.

M. Roberts referenced the last sentence in the last paragraph on page 8-25. The word "business" would need to be removed. He forgot to take that word out.

A motion was made by P. Kendle and seconded by M. Welch to approve the amendments to Chapter 8 of the Administrative Plan, with changes discussed at tonight's meeting. Motion carried.

6. Discussion and action on a proposal to amend Chapter 9 of the Administrative Plan.

D. Payne stated that there is only the one change, which is highlighted in yellow. The change states: "The initial lease and HAP contract term in a new unit will be for one year beginning the first of the next month after both of the following have occurred: the unit has passed inspection AND the family began tenancy. (Eff:8/1/2009)"

There being no questions D. Hallet called for a motion.

A motion was made by M. Welch and seconded by P. Kendle to approve the amendment to Chapter 9 of the Administrative Plan. Motion carried.

7. Discussion and possible action on the Self Sufficiency Annual Fundraiser.

D. Payne stated that the annual fundraiser would be held on September 15<sup>th</sup>. She distributed invitations to the Authority. Last year the Authority donated \$250

towards the fundraiser. The funding that is raised through the fundraiser is used to help with the workshops and training that they do, supplies for the workshops, and all of the extra services that are really needed for the Self Sufficiency programs to be successful. HUD provides salaries only, so they rely on this fundraiser.

A motion was made by M. Welch and seconded by T. Diedrick to donate \$250 to the Self Sufficiency Annual Fundraiser. Motion carried.

8. Discussion and action on the proposal to conduct HCV Process Workshop for BCHA members and Brown County Board.

D. Payne stated that she believes there is a lot of misunderstanding and misconceptions so there are two different dates being considered to hold this workshop. The dates are Tuesday, October 6<sup>th</sup> from 10:00 a.m. to noon, and Thursday, October 8<sup>th</sup> from 2:00 p.m. to 4:00 p.m. They would like to have everyone from the Authority attend but are looking to also send an invitation out to the Brown County Board, and any other elected officials. It is a very basic workshop and they would be using the stats that were discussed earlier and explain the process and steps involved when someone asks for an application for assistance. It would be giving people an overview of what is involved.

R. Strong stated that holding the workshop during the day would not be the way to go: officials here. They are not going to take off of work to go to a workshop. He suggested that for the City Council or County Board, to hold the workshop about an hour before their actual meeting since they have to come in for that anyway.

M. Welch suggested that instead of going after the whole Board, maybe to do this by committee. Maybe approach the Brown County Administrative Committee to attend.

R. Strong stated that he felt this should be the BCHA making the presentation stating this is what we do and this is the program that we manage and then bring up whoever they would like to speak on various issues. R. Hallet may speak about the structure of the Authority and how it was created and what this entity is and the responsibilities.

R. Strong stated that at the September BCHA meeting, we would go over what has been put together and then present it to the Administrative Committee in October.

The Authority has directed that a presentation should be put together for the Administrative Committee and that it would be previewed at the next meeting of the Brown County Housing Authority.

9. Notice to Public regarding the Brown County Housing Authority 2010-2014 Five-Year and 2010 Annual Agency Plan.

R. Hallet stated on July 21, 2009, the Notice to Public was published to notify the public of the two public hearings on September 8<sup>th</sup> and September 21<sup>st</sup>. The public will be allowed to give any input they want on the annual and five-year plan.

R. Strong stated that no action is required on this item.

**BILLS:**

A motion was made by T. Diedrick and seconded by P. Kendle to approve payment of the bills. Motion carried.

**FINANCIAL REPORT:**

The financial report was received and placed on file.

**STAFF REPORT:**

Robyn Hallet, Housing Administrator, and Jacob Lopez, Housing Intern, were introduced to the Authority.

R. Strong thanked Anne May Steffel for stepping up over the last eight months and helping out while the Housing Administrator position was vacant.

A motion was made by P. Kendle and seconded by M. Welch to adjourn the meeting at 4:41 p.m. Motion carried.

:dmr



BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date:

Sept 16, 2008

Agenda No.:

\_\_\_\_\_

Motion from the Floor

I make the following motion:

To request a monthly report on the state  
of the budget for the entire county, with  
areas pointed out that are beginning to show  
difficulty.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

Carol A. Drew

District No.

15

(Please deliver to County Clerk after motion is made for recording into minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY  
BOARD OF SUPERVISORS  
GREEN BAY, WISCONSIN

Meeting Date: Sept. 16, 2008  
Agenda No.: 10f

Motion from the Floor

I make the following motion:

To develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls, with a section to be filled out by our financial officer indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets.

Signed: Carol L. Andrew

District No. 15

(Please deliver to County Clerk after motion is made for recording into minutes.)

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 255,538	\$ 124,872	\$ 112,296
Fringe Benefits	\$ 131,229	\$ 65,615	\$ 40,367
Operations & Maintenance	\$ 133,930	\$ 66,967	\$ 78,680
Travel & Conference	\$ 2,000	\$ 1,000	\$ 1,184
Utilities	\$ 3,100	\$ 1,550	\$ 1,027
Contracted Expenses	\$ 27,500	\$ 13,750	\$ -
Total Other	\$ 102,610	\$ 51,305	\$ 43,211
Total Expenses	\$ 655,907	\$ 325,059	\$ 276,765
Property Tax Revenue	\$ 1,400,000	\$ 700,000	\$ 890,094
Interest on Investments	\$ 2,625,000	\$ 1,312,500	\$ 930,597
Miscellaneous Revenue	\$ 44,300	\$ 22,150	\$ 46,343
Total Revenues	\$ 4,069,300	\$ 2,034,650	\$ 1,867,034
Net Levy Distribution	\$ 3,413,393	\$ 1,709,591	\$ 1,590,269

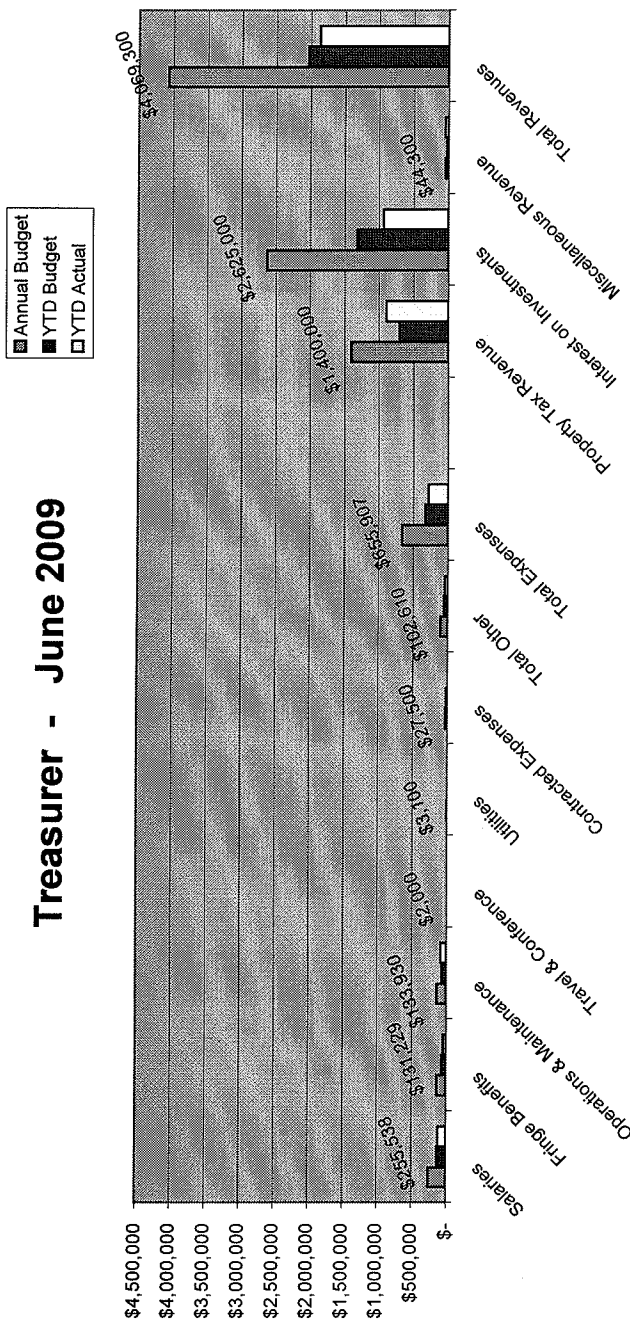
**\$ (119,322) BUDGET VARIANCE**

**PLEASE NOTE:**

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve since the budget was adopted in November. We are earning considerably less returns on all our investments than forecasted.

Our expenditures are \$48,294 below budget.

**Treasurer - June 2009**



DEPT: 10-8001  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*UNAUDITED\*\*\*

BROWN COUNTY  
TREASURER  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDED JUNE 30, 2009

PAGE: 0001  
DATE: 07/20/2009  
TIME: 11:24:24

.....C U R R E N T M O N T H.....

.....Y E A R T O D A T E.....

ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	TOTAL REVISED BUDGET	REMAINING BUDGET
EXPENDITURES							
15,123	19,310	4,187	103,543	122,622	19,079	251,038	147,495
1,519	0	(1,519)	8,274	0	(8,274)	0	(4,021)
0	375	375	479	2,250	1,771	4,500	
16,642	19,685	3,043	112,296	124,872	12,576	255,538	143,242
1,215	10,936	9,721	8,242	65,615	57,373	131,229	122,987
(208)	0	208	18,951	0	(18,951)	0	(18,951)
69	0	(69)	410	0	(410)	0	(410)
327	0	(327)	1,863	0	(1,863)	0	(1,863)
160	0	(160)	945	0	(945)	0	(945)
669	0	(669)	4,500	0	(4,500)	0	(4,500)
817	0	(817)	5,377	0	(5,377)	0	(5,377)
13	0	(13)	79	0	(79)	0	(79)
3,062	10,936	7,874	40,367	65,615	25,248	131,229	90,862
156	612	456	2,262	3,672	1,410	7,345	5,083
15	14	(1)	104	83	(21)	165	61
21	29	8	126	175	49	350	224
0	167	167	190	1,000	950	2,000	1,950
0	19	19	830	117	(73)	235	45
0	208	208	4,230	1,250	420	2,500	1,670
1,839	1,440	(399)	3,312	8,639	4,409	17,277	13,047
0	542	542	27,173	3,250	(62)	6,500	3,188
12,373	4,812	(7,561)	15,449	28,870	1,697	57,740	30,567
0	42	42	0	250	250	500	500
2,274	2,878	604	15,449	17,266	1,817	34,530	19,081
82	82	0	492	492	0	983	491
3,185	183	(3,002)	22,977	1,100	(21,877)	2,200	(20,777)
0	134	134	1,485	803	(682)	1,605	120
19,945	11,162	(8,783)	78,680	66,967	(11,713)	133,930	55,250
660	167	(493)	1,184	1,000	(184)	2,000	816
660	167	(493)	1,184	1,000	(184)	2,000	816
6	258	252	1,027	1,550	523	3,100	2,073
6	258	252	1,027	1,550	523	3,100	2,073
0	2,292	2,292	0	13,750	13,750	27,500	27,500
0	2,292	2,292	0	13,750	13,750	27,500	27,500

DEPT: 10-8001  
CONTROL: POST/01  
REPORT: IS0000P  
FORMAT: AB

\*\*\*\*\*UNAUDITED\*\*\*\*\*

**BROWN COUNTY  
TREASURER  
DEPARTMENTAL BUDGET REPORT  
MONTH ENDED JUNE 30, 2009**

PAGE: 0002  
DATE: 07/20/2009  
TIME: 11:24:24

[illegible]

CROSS	RCN	1,867,034	2034650	147610
EXP		276765	335059	48294
NET	RCN	1,590,269	1709591	119332

	Annual	YTD	YTD
	Budget	Budget	Actual
Salaries	\$ 255,538	\$ 149,064	\$ 129,043
Fringe Benefits	\$ 131,229	\$ 76,550	\$ 47,534
Operations & Maintenance	\$ 133,930	\$ 78,126	\$ 85,279
Travel & Conference	\$ 2,000	\$ 1,167	\$ 1,314
Utilities	\$ 3,100	\$ 1,808	\$ 1,228
Contracted Expenses	\$ 27,500	\$ 16,042	\$ -
Total Other	\$ 102,610	\$ 59,856	\$ 43,025
Total Expenses	\$ 655,907	\$ 382,612	\$ 307,423
Property Tax Revenue	\$ 1,400,000	\$ 816,667	\$ 987,551
Interest on Investments	\$ 2,625,000	\$ 1,531,250	\$ 1,105,967
Miscellaneous Revenue	\$ 44,300	\$ 25,842	\$ 50,271
Total Revenues	\$ 4,069,300	\$ 2,373,758	\$ 2,143,689
Net Levy Distribution	\$ 3,413,393	\$ 1,991,146	\$ 1,836,266

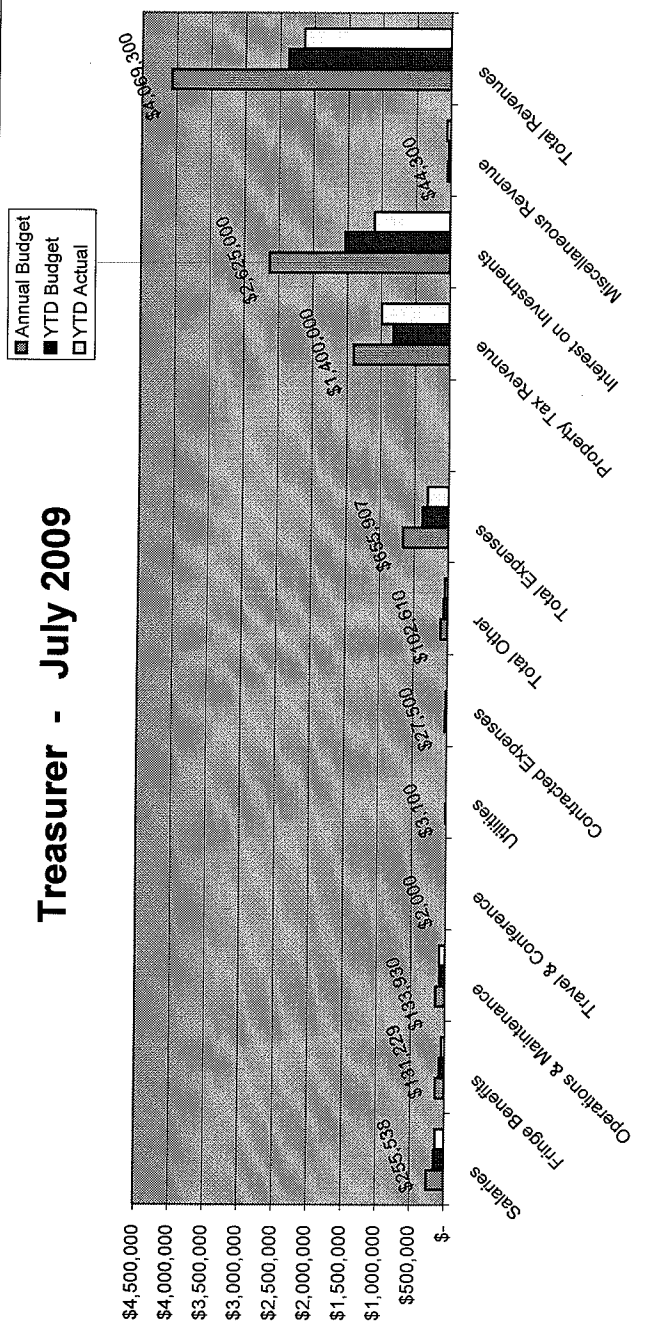
**\$ (154,876) BUDGET VARIANCE**

**PLEASE NOTE:**

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve since the budget was adopted in November. We are earning considerably less returns on all our investments than forecasted.

Our expenditures are \$75,189 below budget.

## Treasurer - July 2009



# Treasurer Budget Performance Report

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget Less YTD Transactions	Used / Rec'd	Prior YTD Total
<b>Fund: 100 - GE</b>									
<b>Revenues</b>									
PTX - Property taxes	(3,413,393.00)	0.00	(3,413,393.00)	(284,449.00)	0.00	(1,991,143.00)	(1,422,250.00)	58%	(2,030,833.00)
OTX - Other taxes	1,400,000.00	0.00	1,400,000.00	97,457.10	0.00	987,551.30	412,448.70	71%	739,611.38
ICS - Intergovernmental charges for services	20,000.00	0.00	20,000.00	0.00	0.00	28,434.24	(8,434.24)	142%	10,665.00
MRV - Miscellaneous revenue	24,300.00	0.00	24,300.00	3,928.50	0.00	21,837.08	2,462.92	90%	12,824.34
IIE - Interest & investment earnings	2,625,000.00	0.00	2,625,000.00	175,270.33	0.00	1,105,867.31	1,519,132.69	42%	1,714,663.26
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$655,907.00	\$0.00	\$655,907.00	(\$7,793.07)	\$0.00	\$152,546.93	\$503,360.07	23%	\$446,730.98
<b>Expenditures</b>									
PER - Personnel services	255,538.00	0.00	255,538.00	16,747.35	0.00	129,042.75	126,495.25	50%	129,417.74
FBT - Fringe benefits and taxes	131,229.00	0.00	131,229.00	7,165.99	0.00	47,534.36	83,694.64	36%	58,615.62
OPM - Operations and maintenance	100,417.00	0.00	100,417.00	4,416.13	0.00	68,339.32	32,077.68	68%	50,032.65
UTL - Utilities	3,100.00	0.00	3,100.00	200.25	0.00	1,227.56	1,872.44	40%	1,476.11
CHG - Chargebacks	35,513.00	0.00	35,513.00	2,312.37	0.00	18,253.14	17,259.86	51%	54,660.84
CON - Contracted services	27,500.00	0.00	27,500.00	0.00	0.00	0.00	27,500.00	0%	0.00
OTH - Other	102,610.00	0.00	102,610.00	(185.89)	0.00	43,025.44	59,584.56	42%	69,045.95
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	10,653.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$655,907.00	\$0.00	\$655,907.00	\$30,656.20	\$0.00	\$307,422.57	\$348,484.43	47%	\$373,901.91
Revenue Total:	\$655,907.00	\$0.00	\$655,907.00	(\$7,793.07)	\$0.00	\$152,546.93	\$503,360.07	23%	\$446,730.98
Expenditure Total:	\$655,907.00	\$0.00	\$655,907.00	\$30,656.20	\$0.00	\$307,422.57	\$348,484.43	47%	\$373,901.91
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	(\$38,449.27)	\$0.00	(\$154,875.64)	\$154,875.64		\$72,829.07
Revenue Grand Total:	\$655,907.00	\$0.00	\$655,907.00	(\$7,793.07)	\$0.00	\$152,546.93	\$503,360.07	23%	\$446,730.98
Expenditure Grand Total:	\$655,907.00	\$0.00	\$655,907.00	\$30,656.20	\$0.00	\$307,422.57	\$348,484.43	47%	\$373,901.91
Grand Total:	\$0.00	\$0.00	\$0.00	(\$38,449.27)	\$0.00	(\$154,875.64)	\$154,875.64		\$72,829.07

# BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JUNE

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of June 30, 2009.

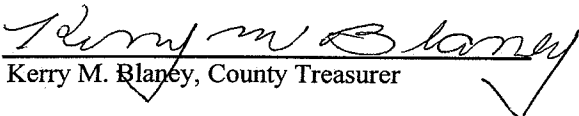
Associated Bank and Chase Bank	\$18,203,010.31
Bank Mutual and Denmark State Bank	\$0.00
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$233,767.80
Emergency Fund	(\$20,094.12)
NSF Checks Redeposited	\$173.75
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$26,519.89)
UMR Sweep Account	(\$708,661.78)
Bank Error(s)	\$0.00
<b>Total</b>	<b>\$17,681,676.07</b>
Less Outstanding Checks	(\$2,214,475.26)
Other Reconcilable Items	\$0.00
<b>Balance Per County</b>	<b>\$15,467,200.81</b>

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of June 30, 2009

	2008	2009
Year-to-Date Interest Received	\$2,310,683.74	\$1,160,049.46
Interest Received-Current Month	\$439,823.59	\$226,944.17
Year-to-Date Interest Unrestricted Funds	<b>\$2,750,507.33</b>	<b>\$1,386,993.63</b>
Working Capital Reserves Invested	\$120,753,174.47	\$103,845,895.84
Restricted Investments	\$39,904,011.85	\$28,332,265.39
Total Funds Invested	<b>\$160,657,186.32</b>	<b>\$132,178,161.23</b>
Certificates of Deposits	\$26,600,000.00	\$18,350,000.00
Treas-Gov't Agencies	\$36,626,234.98	\$43,145,349.25
Commercial Paper	\$16,875,214.66	\$3,990,955.56
Money Mkt-Pool	\$80,555,736.68	\$66,691,856.42
Total	<b>\$160,657,186.32</b>	<b>\$132,178,161.23</b>

Rate of Return: 2.912% 1.787%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as June 30, 2009. Statement of Investments for the month of June have been compared and examined, and found to be correct.

  
Kerry M. Blaney, County Treasurer

Approved by:

County Executive \_\_\_\_\_ Date \_\_\_\_\_

Submitted by Administration Committee:

Final draft approved by Corporation Counsel



# Brown County Clerk Budget Status Report

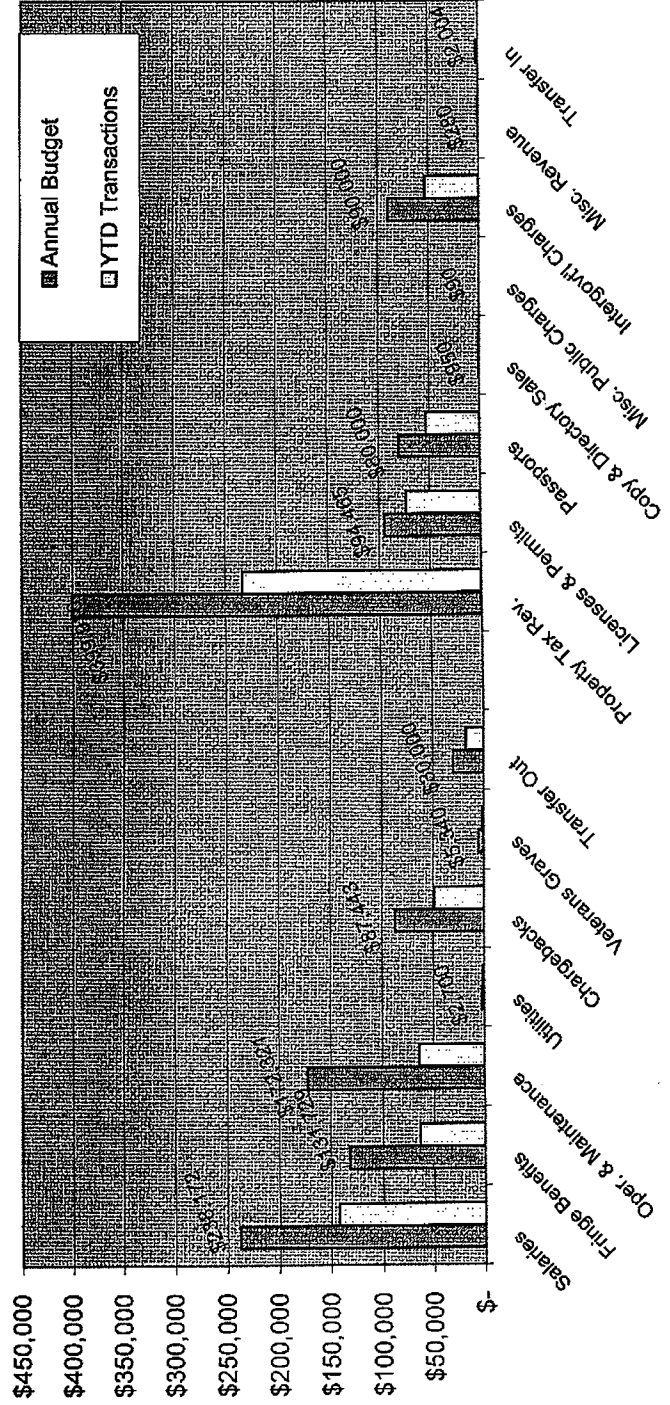
August 31, 2009	Annual	YTD	YTD %
	Budget	Transactions	Budget
Salaries	\$ 238,172	\$ 142,070	60%
Fringe Benefits	\$ 131,729	\$ 63,163	48%
Oper. & Maintenance	\$ 172,321	\$ 63,620	37%
Utilities	\$ 2,700	\$ 1,402	52%
Chargebacks	\$ 87,443	\$ 48,683	56%
Veterans Graves	\$ 5,340	\$ 1,440	27%
Transfer Out	\$ 30,000	\$ 17,500	58%
Property Tax Rev.	\$ 399,916	\$ 233,289	58%
Licenses & Permits	\$ 94,465	\$ 73,042	77%
Passports	\$ 80,000	\$ 52,925	66%
Copy & Directory Sales	\$ 950	\$ 791	83%
Misc. Public Charges	\$ 90	\$ 62	69%
Intergov't Charges	\$ 90,000	\$ 53,216	59%
Misc. Revenue	\$ 280	\$ 478	171%
Transfer In	\$ 2,004	\$ -	0%

## HIGHLIGHTS - Jan.-Aug. 66% of Fiscal Year

**Expenditures:** Through the end of August all of expenditure category percentages are under the fiscal year to date percentage of our budget. We expect to meet our annual budget commitment.

**Revenues:** Through the end of August most revenue category percentages are over the fiscal year to date percentage of our budget. We probably will not meet anticipated revenue for Intergovernmental Charges; however we are hoping to make up the difference in Passport and Licenses & Permits revenues. We expect to meet our annual budget commitment.

## County Clerk - August 31, 2009



# BROWN COUNTY CLERK PRODUCTION \*Brown Co\* PRODUCTION Budget Performance Report

Fiscal Year To Date: 8/31/2009

Account Number Fund 100 GF	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Revenue</b>									
Department 019 County Clerk									
<b>Account Classification - Property taxes</b>									
4100 General property taxes	\$399,916.00	\$0.00	\$399,916.00	\$0.00	\$0.00	\$233,289.00	\$166,627.00	58%	\$417,473.00
<b>Property taxes Totals:</b>	<b>\$399,916.00</b>	<b>\$0.00</b>	<b>\$399,916.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$233,289.00</b>	<b>\$166,627.00</b>	<b>58%</b>	<b>\$417,473.00</b>
<b>Account Classification - Licenses &amp; permits</b>									
4400-194 Permits - Work permit	\$2,500.00	\$0.00	\$2,500.00	\$255.00	\$0.00	\$1,422.50	\$1,077.50	57%	\$2,435.00
4400-195 Permits - Alarm permits	\$14,600.00	\$0.00	\$14,600.00	\$60.00	\$0.00	\$15,280.00	(\$680.00)	105%	\$15,120.00
Rollup Account 4400 Permits - Work permit totals	\$17,100.00	\$0.00	\$17,100.00	\$315.00	\$0.00	\$16,702.50	\$397.50	98%	\$17,555.00
4401-191 Licenses - Conservative license fees	\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	0%	\$48.80
4401-192 Licenses - Marriage License	\$77,305.00	\$0.00	\$77,305.00	\$10,400.00	\$0.00	\$54,290.00	\$23,015.00	70%	\$76,775.00
4401-193 Licenses - Domestic partnership	\$0.00	\$0.00	\$0.00	\$2,050.00	\$0.00	\$2,050.00	(\$2,050.00)	+++	\$0.00
Rollup Account 4401 Licenses - Conservative license fees totals	\$77,365.00	\$0.00	\$77,365.00	\$12,450.00	\$0.00	\$56,340.00	\$21,025.00	73%	\$76,823.80
<b>Licenses &amp; permits Totals:</b>	<b>\$94,465.00</b>	<b>\$0.00</b>	<b>\$94,465.00</b>	<b>\$12,765.00</b>	<b>\$0.00</b>	<b>\$73,042.50</b>	<b>\$21,422.50</b>	<b>77%</b>	<b>\$94,378.80</b>
<b>Account Classification - Charges for sales and services</b>									
4600-190 Charges and fees - Passport	\$80,000.00	\$0.00	\$80,000.00	\$5,645.16	\$0.00	\$52,924.93	\$27,075.07	66%	\$81,994.86
4601-012 Sales - Copy machine use	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$149.50	\$100.50	60%	\$1,259.00
4601-196 Sales - Directory	\$700.00	\$0.00	\$700.00	\$105.21	\$0.00	\$641.68	\$58.32	92%	\$692.84
4601-197 Sales - Map	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Rollup Account 4601 Sales - Copy machine use totals	\$550.00	\$0.00	\$550.00	\$105.21	\$0.00	\$791.18	\$158.82	63%	\$1,951.84
4609 Miscellaneous public charges	\$90.00	\$0.00	\$90.00	\$0.00	\$0.00	\$62.00	\$28.00	69%	\$348.00
<b>Charges for sales and services Totals:</b>	<b>\$81,040.00</b>	<b>\$0.00</b>	<b>\$81,040.00</b>	<b>\$5,750.37</b>	<b>\$0.00</b>	<b>\$53,778.11</b>	<b>\$27,261.89</b>	<b>66%</b>	<b>\$84,294.70</b>
<b>Account Classification - Intergovernmental charges for services</b>									
4700 Intergovt charges	\$90,000.00	\$0.00	\$90,000.00	\$1,557.30	\$0.00	\$53,216.23	\$36,783.77	59%	\$120,868.95
<b>Intergovernmental charges for services Totals:</b>	<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$90,000.00</b>	<b>\$1,557.30</b>	<b>\$0.00</b>	<b>\$53,216.23</b>	<b>\$36,783.77</b>	<b>59%</b>	<b>\$120,868.95</b>
<b>Account Classification - Miscellaneous revenue</b>									
4800 Miscellaneous	\$280.00	\$0.00	\$280.00	\$15.00	\$0.00	\$477.69	(\$197.69)	171%	\$3,120.70
<b>Miscellaneous revenue Totals:</b>	<b>\$280.00</b>	<b>\$0.00</b>	<b>\$280.00</b>	<b>\$15.00</b>	<b>\$0.00</b>	<b>\$477.69</b>	<b>(\$197.69)</b>	<b>171%</b>	<b>\$3,120.70</b>

## Budget Performance Report

Fiscal Year To Date: 8/31/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Account Classification - Transfer in									
9002 Transfer in	\$2,004.00	\$0.00	\$2,004.00	\$0.00	\$0.00	\$0.00	\$2,004.00	0%	\$1,766.00
Transfer in Totals:	\$2,004.00	\$0.00	\$2,004.00	\$0.00	\$0.00	\$0.00	\$2,004.00	0%	\$1,766.00
Department 019 County Clerk totals									
Revenue Totals	\$667,705.00	\$0.00	\$667,705.00	\$20,087.67	\$0.00	\$413,803.53	\$263,901.47	62%	\$701,902.15
Expense	\$667,705.00	\$0.00	\$667,705.00	\$20,087.67	\$0.00	\$413,803.53	\$263,901.47	62%	\$701,902.15
Department 019 County Clerk									
Account Classification - Personnel services									
5100 Regular earnings	\$237,164.00	\$0.00	\$237,164.00	\$18,179.69	\$0.00	\$129,930.12	\$107,233.86	55%	\$215,795.36
5102-100 Paid leave earnings - Vacation	\$0.00	\$0.00	\$0.00	\$618.66	\$0.00	\$10,987.12	(\$10,987.12)	+++	\$20,849.59
5103-000 Premium - Overtime	\$1,008.00	\$0.00	\$1,008.00	\$0.00	\$0.00	\$1,152.32	(\$144.32)	114%	\$1,239.07
Personnel services Totals:	\$238,172.00	\$0.00	\$238,172.00	\$18,797.69	\$0.00	\$142,069.56	\$96,102.44	60%	\$237,684.01
Account Classification - Fringe benefits and taxes									
5110-100 Fringe benefits - FICA	\$131,729.00	\$0.00	\$131,729.00	\$1,380.44	\$0.00	\$10,449.80	\$121,278.20	8%	\$17,415.36
5110-110 Fringe benefits - Unemployment compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5110-200 Fringe benefits - Health Insurance	\$0.00	\$0.00	\$0.00	\$4,274.82	\$0.00	\$33,983.06	(\$33,983.06)	+++	\$71,345.23
5110-210 Fringe benefits - Dental Insurance	\$0.00	\$0.00	\$0.00	\$362.70	\$0.00	\$2,598.63	(\$2,598.63)	+++	\$4,102.67
5110-220 Fringe benefits - Life Insurance	\$0.00	\$0.00	\$0.00	\$59.37	\$0.00	\$409.91	(\$409.91)	+++	\$803.79
5110-235 Fringe benefits - Disability Insurance	\$0.00	\$0.00	\$0.00	\$56.75	\$0.00	\$1,143.52	(\$1,143.52)	+++	\$2,195.18
5110-240 Fringe benefits - Workers compensation insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79.38	(\$79.38)	+++	\$42.00
5110-300 Fringe benefits - Retirement	\$0.00	\$0.00	\$0.00	\$1,043.13	\$0.00	\$7,851.24	(\$7,851.24)	+++	\$13,320.83
5110-310 Fringe benefits - Retirement credit	\$0.00	\$0.00	\$0.00	\$828.21	\$0.00	\$6,647.77	(\$6,647.77)	+++	\$11,282.39
Rollup Account 5110 Fringe benefits - FICA totals	\$131,729.00	\$0.00	\$131,729.00	\$9,005.42	\$0.00	\$63,163.31	\$68,565.69	48%	\$120,607.38
Fringe benefits and taxes Totals:	\$131,729.00	\$0.00	\$131,729.00	\$9,005.42	\$0.00	\$63,163.31	\$68,565.69	48%	\$120,607.38
Account Classification - Salaries reimbursement									
5109-100 Salaries reimbursement - Short term disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Salaries reimbursement Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00

Brown County Clerk  
PRODUCTION \*Brown Co\* PRODUCTION  
**Budget Performance Report**  
Fiscal Year To Date: 8/31/2009

Account Number	Adopted Budget	Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Account Classification - Operations and maintenance									
5300 Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$557.00	(\$557.00)	+++	\$0.00
5300-001 Supplies - Office	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$448.00	\$2,321.50	\$6,230.50	31%	\$3,796.77
5300-003 Supplies - Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5300-004 Supplies - Postage	\$15,800.00	\$0.00	\$15,800.00	\$0.00	\$0.00	\$2,810.31	\$12,989.69	18%	\$5,194.06
Rollup Account 5300 Supplies totals	\$24,800.00	\$0.00	\$24,800.00	\$0.00	\$448.00	\$5,638.61	\$18,663.19	25%	\$8,990.83
5303 Copy expense	\$2,900.00	\$0.00	\$2,900.00	\$81.24	\$0.00	\$2,017.43	\$882.57	70%	\$2,947.23
5304 Printing	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$1,432.34	\$1,667.66	46%	\$1,873.16
5304-100 Printing - Forms	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$2,257.55	\$47,742.45	5%	\$23,763.08
Rollup Account 5304 Printing totals	\$56,000.00	\$0.00	\$56,000.00	\$0.00	\$0.00	\$3,689.89	\$49,410.11	7%	\$25,636.24
5305 Dues and memberships	\$195.00	\$0.00	\$195.00	\$0.00	\$0.00	\$185.00	\$10.00	95%	\$95.00
5306-100 Maintenance agreement - Software	\$12,386.00	\$0.00	\$12,386.00	\$0.00	\$0.00	\$12,769.18	(\$403.18)	103%	\$0.00
5307-100 Repairs and maintenance - Equipment	\$7,747.00	\$0.00	\$7,747.00	\$0.00	\$0.00	\$800.00	\$6,947.00	10%	\$100.00
5310 Advertising and public notice	\$66,800.00	\$0.00	\$66,800.00	\$721.34	\$0.00	\$35,112.20	\$31,687.30	53%	\$115,254.04
5330 Books, periodicals, subscription	\$795.00	\$0.00	\$795.00	\$216.00	\$0.00	\$838.51	(\$45.51)	106%	\$824.50
5340 Travel	\$1,406.00	\$0.00	\$1,406.00	\$0.00	\$0.00	\$1,004.32	\$395.68	72%	\$9,217.41
5395 Equipment - nonoutlay	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$1,495.00	\$705.00	68%	\$0.00
Operations and maintenance Totals:	\$172,321.00	\$0.00	\$172,321.00	\$1,111.58	\$448.00	\$63,620.34	\$108,252.66	37%	\$163,065.25
Account Classification - Utilities									
5595 Telephone	\$2,700.00	\$0.00	\$2,700.00	\$198.58	\$0.00	\$1,402.10	\$1,297.30	52%	\$2,319.00
Utilities Totals:	\$2,700.00	\$0.00	\$2,700.00	\$198.58	\$0.00	\$1,402.10	\$1,297.30	52%	\$2,319.00
Account Classification - Chargebacks									
5600 Indirect cost	\$55,073.00	\$0.00	\$55,073.00	\$0.00	\$0.00	\$32,370.94	\$22,702.06	59%	\$63,057.00
5601-100 Intra-county expense - Information services	\$31,318.00	\$0.00	\$31,318.00	\$0.00	\$0.00	\$15,619.04	\$15,698.36	50%	\$17,477.09
5601-200 Intra-county expense - Insurance	\$1,052.00	\$0.00	\$1,052.00	\$0.00	\$0.00	\$613.69	\$438.31	58%	\$1,341.00
Rollup Account 5601 Intra-county expense - Information services totals	\$32,370.00	\$0.00	\$32,370.00	\$0.00	\$0.00	\$16,512.05	\$16,057.95	50%	\$18,818.09
Chargebacks Totals:	\$87,443.00	\$0.00	\$87,443.00	\$0.00	\$0.00	\$48,682.99	\$38,760.01	56%	\$81,875.09
Account Classification - Contracted services									
6370 Support Services	\$5,340.00	\$0.00	\$5,340.00	\$0.00	\$0.00	\$1,440.00	\$3,900.00	27%	\$5,355.00
Contracted services Totals:	\$5,340.00	\$0.00	\$5,340.00	\$0.00	\$0.00	\$1,440.00	\$3,900.00	27%	\$5,355.00



Brown County Clerk  
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**Budget Performance Report**  
Fiscal Year To Date: 8/31/2009

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Account Classification - Transfer out</b>									
9003 Transfer out	\$30,000.00	\$0.00	\$30,000.00	\$0.00		\$17,500.00	\$12,500.00	58%	\$29,680.00
Transfer out Totals:	\$30,000.00	\$0.00	\$30,000.00	\$0.00		\$17,500.00	\$12,500.00	58%	\$29,680.00
<b>Department: 019 County Clerk Totals</b>									
	\$667,705.00	\$0.00	\$667,705.00	\$29,113.27		\$337,878.30	\$329,378.70	51%	\$640,585.73
Revenue Totals:	\$667,705.00	\$0.00	\$667,705.00	\$20,087.67		\$413,803.53	\$253,901.47	62%	\$701,902.15
Expenditure Totals:	\$667,705.00	\$0.00	\$667,705.00	\$29,113.27		\$337,878.30	\$329,378.70	51%	\$640,585.73
Fund Totals: GF	\$0.00	\$0.00	\$0.00	(\$9,025.60)		\$75,925.23	(\$75,477.23)		\$61,316.42
<b>Fund: 802 Dog License</b>									
Revenue									
<b>Account Classification - Licenses &amp; permits</b>									
4401 Licenses	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$6,780.05	\$26,723.95	20%	\$27,802.95
Licenses & permits Totals:	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$6,780.05	\$26,723.95	20%	\$27,802.95
Revenue Totals	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$6,780.05	\$26,723.95	20%	\$27,802.95
Expense									
<b>Account Classification - Operations and maintenance</b>									
5300-004 Supplies - Postage	\$21.00	\$0.00	\$21.00	\$0.00		\$0.00	\$21.00	0%	\$0.39
5310 Advertising and public notice	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
5390 Miscellaneous	\$2,479.00	\$0.00	\$2,479.00	\$0.00		\$2,756.52	(\$277.52)	111%	\$4,391.75
Operations and maintenance Totals:	\$2,500.00	\$0.00	\$2,500.00	\$0.00		\$2,756.52	(\$256.52)	110%	\$4,392.14
<b>Account Classification - Other</b>									
5885 Payments to districts	\$29,000.00	\$0.00	\$29,000.00	\$0.00		\$0.00	\$29,000.00	0%	\$30,191.25
Other Totals:	\$29,000.00	\$0.00	\$29,000.00	\$0.00		\$0.00	\$29,000.00	0%	\$30,191.25
<b>Account Classification - Transfer out</b>									
9003 Transfer out	\$2,004.00	\$0.00	\$2,004.00	\$0.00		\$0.00	\$2,004.00	0%	\$0.00
Transfer out Totals:	\$2,004.00	\$0.00	\$2,004.00	\$0.00		\$0.00	\$2,004.00	0%	\$0.00
Revenue Totals:	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$6,780.05	\$26,723.95	20%	\$27,802.95
Expenditure Totals:	\$33,504.00	\$0.00	\$33,504.00	\$0.00		\$2,756.52	\$30,747.48	8%	\$34,583.39
Fund Totals: Dog License	\$0.00	\$0.00	\$0.00	\$0.00		\$4,023.53	(\$4,023.53)		(\$6,760.44)
Revenue Grand Totals:	\$701,209.00	\$0.00	\$701,209.00	\$20,087.67		\$420,583.58	\$280,625.42	60%	\$729,705.10
Expenditure Grand Totals:	\$701,209.00	\$0.00	\$701,209.00	\$29,113.27		\$340,634.82	\$360,126.18	49%	\$675,169.12

# Budget Performance Report

Fiscal Year To Date: 8/31/2009

Grand Totals:	\$0.00	\$0.00	(\$9,025.60)	(\$448.00)	\$79,948.76	(\$79,500.76)	\$84,535.98
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**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF EATON FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Eaton, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Eaton established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Eaton directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Eaton fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1362.48	\$681.24
<b>Expense-Clerk Typist I (LTE)</b>	(\$1362.48)	(\$681.24)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:** \_\_\_\_\_  
**Tom Hinz, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**



October 21, 2009

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE  
TOWN OF EATON FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Eaton.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Eaton understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Eaton understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Eaton understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Eaton herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Eaton or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Eaton or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Irvin Saharsky, Town of Eaton Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF HOLLAND FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Holland, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Holland established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Holland directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Holland fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1260.00	\$630.00
<b>Expense-Clerk Typist I (LTE)</b>	(\$1260.00)	(\$630.00)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:** \_\_\_\_\_  
**Tom Hinz, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF HOLLAND FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Holland.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Holland understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Holland understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Holland understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Holland herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Holland or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Holland or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Jerome Wall, Town of Holland Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF HUMBOLDT FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Humboldt, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Humboldt established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Humboldt directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Humboldt fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1209.60	\$604.80
<b>Expense-Clerk Typist I (LTE)</b>	(\$1209.60)	(\$604.80)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:** \_\_\_\_\_  
**Tom Hinz, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF HUMBOLDT FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Humboldt.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Humboldt understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Humboldt understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Humboldt understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Humboldt herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Humboldt or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Humboldt or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Norbert Dantine, Jr., Town of Humboldt Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF LAWRENCE FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Lawrence, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Lawrence established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.



October 21, 2009

THEREFORE, the Town of Lawrence directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Lawrence fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$2656.92	\$1328.46
<b>Expense-Clerk Typist I (LTE)</b>	(\$2656.92)	(\$1328.46)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:** \_\_\_\_\_  
**Tom Hinz, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF LAWRENCE FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Lawrence.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Lawrence understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Lawrence understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Lawrence understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Lawrence herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Lawrence or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Lawrence or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**John Klasen, Town of Lawrence Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF MORRISON FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Morrison, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Morrison established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Morrison directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Morrison fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1443.12	\$721.56
<b>Expense-Clerk Typist I (LTE)</b>	(\$1443.12)	(\$721.56)

Respectfully Submitted,

ADMINISTRATION COMMITTEE  
EXECUTIVE COMMITTEE

APPROVED BY: \_\_\_\_\_  
Tom Hinz, Brown County Executive

DATED: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF MORRISON FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Morrison.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Morrison understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Morrison understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Morrison understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Morrison herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Morrison or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Morrison or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Todd Christensen, Town of Morrison Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF NEW DENMARK FOR  
THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of New Denmark, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of New Denmark established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of New Denmark directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of New Denmark fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1302.84	\$651.42
<b>Expense-Clerk Typist I (LTE)</b>	(\$1302.84)	(\$651.42)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY: \_\_\_\_\_  
Tom Hinz, Brown County Executive

DATED: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF NEW DENMARK FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of New Denmark.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of New Denmark understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of New Denmark understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of New Denmark understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of New Denmark herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of New Denmark or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of New Denmark or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**William Krueger, Town of New Denmark Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**



**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF PITTSFIELD FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Pittsfield, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Pittsfield established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Pittsfield directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Pittsfield fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$2254.56	\$1127.28
<b>Expense-Clerk Typist I (LTE)</b>	(\$2254.56)	(\$1127.28)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY: \_\_\_\_\_  
Tom Hinz, Brown County Executive

DATED: \_\_\_\_\_

Final Draft Approved by Corporation Counsel

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF PITTSFIELD FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Pittsfield.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Pittsfield understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Pittsfield understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Pittsfield understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Pittsfield herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Pittsfield or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Pittsfield or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

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**Keith Deneys, Town of Pittsfield Chairman**

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**Date**

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**Darlene K. Marcelle, Brown County Clerk**

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**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF GLENMORE FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Glenmore, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Glenmore established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Glenmore directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Glenmore fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1078.56	\$539.28
<b>Expense-Clerk Typist I (LTE)</b>	(\$1078.56)	(\$539.28)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:** \_\_\_\_\_  
Tom Hinz, Brown County Executive

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF GLENMORE FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Glenmore.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Glenmore understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Glenmore understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Glenmore understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Glenmore herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Glenmore or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Glenmore or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Don A. Kittell, Town Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF GREEN BAY FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Green Bay, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Green Bay established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Green Bay directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Green Bay fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1658.16	\$829.08
<b>Expense-Clerk Typist I (LTE)</b>	(\$1260.00)	(\$630.00)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY: \_\_\_\_\_  
Tom Hinz, Brown County Executive

DATED: \_\_\_\_\_

Final Draft Approved by Corporation Counsel



**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF GREEN BAY FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Green Bay.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Green Bay understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Green Bay understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Green Bay understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Green Bay herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Green Bay or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Green Bay or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Lee De Champs, Town of Green Bay Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF ROCKLAND FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Rockland, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Rockland established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Rockland directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Rockland fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1393.56	\$696.78
<b>Expense-Clerk Typist I (LTE)</b>	(\$1393.56)	(\$696.78)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:** \_\_\_\_\_  
**Tom Hinz, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF ROCKLAND FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Town of Rockland.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Town of Rockland understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Rockland understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Rockland understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Rockland herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Rockland or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Rockland or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

\_\_\_\_\_  
**Dennis J. Cashman, Town of Rockland Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Darlene K. Marcelle, Brown County Clerk**

\_\_\_\_\_  
**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE TOWN OF WRIGHTSTOWN FOR  
THE STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Town of Wrightstown, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Town of Wrightstown established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Town of Wrightstown directs the Chair to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Town of Wrightstown fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1921.08	\$960.54
<b>Expense-Clerk Typist I (LTE)</b>	(\$1921.08)	(\$960.54)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:** \_\_\_\_\_  
**Tom Hinz, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE TOWN OF WRIGHTSTOWN FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Town of Wrightstown.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Town of Wrightstown understands that the State intends to maintain the official centralized database of voter registration information.
2. The Town of Wrightstown understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Town of Wrightstown understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Town of Wrightstown herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Town of Wrightstown or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Town of Wrightstown or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

---

**William R. Verbeten, Town Chairman**

---

**Date**

---

**Darlene K. Marcelle, Brown County Clerk**

---

**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE VILLAGE OF DENMARK FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Village of Denmark, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Village of Denmark established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.



October 21, 2009

THEREFORE, the Village of Denmark directs the President to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Village of Denmark fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$1804.32	\$902.16
<b>Expense-Clerk Typist I (LTE)</b>	(\$1804.32)	(\$902.16)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

APPROVED BY: \_\_\_\_\_  
Tom Hinz, Brown County Executive

DATED: \_\_\_\_\_

Final Draft Approved by Corporation Counsel —

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE VILLAGE OF DENMARK FOR THE STATEWIDE VOTER REGISTRATION SYSTEM**

This Memorandum of Understanding is hereby entered into by and between Brown County and the Village of Denmark.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows:

1. The Village of Denmark understands that the State intends to maintain the official centralized database of voter registration information.
2. The Village of Denmark understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Village of Denmark understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Village of Denmark herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Village of Denmark or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Village of Denmark or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

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**Bob Sekora, Village President**

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**Date**

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**Darlene K. Marcelle, Brown County Clerk**

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**Date**

**RESOLUTION SUPPORTING THE 2010-2011 MEMO OF UNDERSTANDING  
BETWEEN BROWN COUNTY AND THE VILLAGE OF PULASKI FOR THE  
STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)**

**RESOLUTION**

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, the Village of Pulaski, a local unit of government, understands its obligations and commitments as mandated by HAVA and state statutes to implement and administer local voter registration; and

WHEREAS, the local unit of government is required to maintain the local voter registration information within the centralized SVRS and the Village of Pulaski established an initial relier agreement with the Brown County Clerk's Office to accept this responsibility for elections held since 2006; and

WHEREAS, the local unit of government has opted to renew its SVRS provider agreement with the Brown County Clerk's Office for elections held in 2010 and 2011; and

WHEREAS, the cost of administering a voter registration system is dependent upon the requirements of the system acquired by the State of Wisconsin, of which the costs estimated by the Brown County Clerk to the local unit of government is based on the municipality's latest estimated census at a rate of \$.21 per person for each election.

October 21, 2009

THEREFORE, the Village of Pulaski directs the President to enter into a Memorandum of Understanding with Brown County to provide support staff for efficient and cost effective services that comply with HAVA and, where appropriate, incorporate the sharing of technology and resources.

FURTHER RESOLVE that a copy of this resolution be sent to the Government Accountability Board in recognition of the Village of Pulaski fulfilling its HAVA requirements.

**Fiscal Impact: None**

<b>2010-2011 Agreement</b>	<b>2010 – Four Elections</b>	<b>2011 – Two Elections</b>
<b>Revenue- Chargeback</b>	\$2919.00	\$1459.50
<b>Expense-Clerk Typist I (LTE)</b>	(\$2919.00)	(\$1459.50)

Respectfully Submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

**APPROVED BY:** \_\_\_\_\_  
**Tom Hinz, Brown County Executive**

**DATED:** \_\_\_\_\_

**Final Draft Approved by Corporation Counsel**

**THE MEMO OF UNDERSTANDING BETWEEN BROWN COUNTY AND THE  
VILLAGE OF PULASKI FOR THE STATEWIDE VOTER REGISTRATION  
SYSTEM**

This Memorandum of Understanding is hereby entered into by and between  
Brown County and the Village of Pulaski.

NOW, THEREFORE, in consideration of the terms and conditions contained  
herein, the parties hereto agree as follows:

1. The Village of Pulaski understands that the State intends to maintain the official centralized database of voter registration information.
2. The Village of Pulaski understands their responsibilities and requirements for complying with HAVA and state statutes and accepts the responsibility to implement voter registration policies and procedures and maintain each voter's current registration documentation.
3. The Village of Pulaski understands the technology, technology maintenance, staffing, and training costs that are required of Brown County to accept the responsibility of updating the SVRS. The estimated cost per election is provided and agreed upon by both parties.
4. Based on the above, the Village of Pulaski herein declares its intention to utilize staff, technology, and resources of Brown County and share in the responsibilities and costs associated with the administration of SVRS and this sharing agreement.
5. This agreement is valid from January 1, 2010 through December 31, 2011. In addition, this agreement will be extended in 90 day increments unless officially terminated. This agreement can only be officially terminated if the following guidelines have been met:
  - a. Both parties to the agreement have notified the Government Accountability Board 90 days prior to the agreement being terminated.
  - b. The Village of Pulaski or new provider (municipality or county) assuming responsibility for updating the SVRS, has purchased the appropriate equipment and validated with the Government Accountability Board that they are capable of taking on the technology and resource responsibilities of the SVRS.
  - c. The Village of Pulaski or new provider (municipality or county) has validated with the Government Accountability Board that their clerks and appointed associates have been properly trained in the use and functions of the SVRS.

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**Keith Chambers, Village President**

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**Date**

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**Darlene K. Marcelle, Brown County Clerk**

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**Date**

# **Request for Proposal (RFP)**

**For**

## **Courthouse Remodeling**

**Project # 1378**



**Response Deadline**

**October 7, 2009**

**4:00 p.m. Local Time**

**To:**

**Brown County Purchasing Department**

## **Tentative Project Timeline**

September 17, 2009	RFP Posted
September 23, 2009	Pre-Proposal Site Visit
October 7, 2009	RFP Responses Due to Purchasing Department.
October 12, 2009	RFP Review Time for Selection Committee
October 15, 2009	Phone Interviews if Required
October 21, 2009	Final Selection & Contract Award

### **I. RFP Response**

Vendor shall provide the response to this RFP with major sections separated by tabs or dividers. A table of contents shall provide definition to the sections. The binder shall be of such size as to hold the materials comfortably, allowing the reviewer to turn the pages without tearing.

The vendor shall provide one (1) original and four (4) exact clearly marked copies of proposal, each an exact duplicate of the original. The original shall be signed by an authorized employee of the company and be clearly marked on the outside front cover as such.

The response shall include at a minimum, the following:

- Cover Letter signed by authorized employee of the company
- Complete detailed description of services to be offered
- Cost sheet (Attachment B)
- Additional supplemental materials as desired to enhance the proposal

Proposals will be opened and recorded on October 8, 2009 in the Brown County Purchasing Department.

All potential suppliers, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Brown County. Brown County reserves the right to cancel any order or contract for failure of the successful supplier to comply with the terms, conditions and specifications of the bid proposal and/or contract.

### **II. Pre-Proposal and Site Inspection Meeting**

A non-mandatory pre-proposal site visit is scheduled for Wednesday, September 23, 2009 at 9:00 a.m. local time. Courthouse is located at 100 South Jefferson Street, Green Bay, WI 54301. Interested vendors are strongly encouraged to attend this meeting. Vendors are to meet at the Jefferson Street entrance to the courthouse. Jeff Oudeans will conduct the site visit and can be contacted at 920-448-4053 if you have any questions

### **III. RFP Due Date**

All proposals are due to Brown County Purchasing no later than **4:00 p.m. Local Time, Wednesday, October 7, 2009**. Submit in a sealed envelope marked "Project 1378 Courthouse Remodel". No proposal may be faxed or e-mailed. No proposal may be withdrawn for ninety (90) days. Pricing is to remain firm for ninety (90) days from date of proposal due date.

Proposals **must be stamped in** by the above due date and time per the electronic time stamp in the Purchasing Department. Proposals not stamped by the above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

#### Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing  
305 E. Walnut St. 5<sup>th</sup> Floor  
Green Bay, WI 54301

#### Delivery Address for USPS:

Brown County Purchasing  
PO Box 23600  
Green Bay, WI 54305-3600

Selection results will be posted on Brown County web site (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) after a vendor selection has been made.

### **IV. Payment Terms:**

Be advised that by accepting this order/contract the vendor agrees and understands that payment will be made by the county within 30 days of the receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later, with exception of a good faith dispute. See Wisconsin Statute 66.0135.

### **V. Other**

Rejection of proposals: Brown County reserves the right to accept or reject any or all proposals, in whole or in part, received in response to this proposal, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified suppliers in any manner necessary to serve the best interest of Brown County.

Brown County reserves the right to negotiate an Agreement after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal opening.

No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Brown County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Brown County. At that time,



all proposals will be available for review in accordance with the Wisconsin Open Records Law. Brown County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Contractor verification prior to award: Contractor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

Taxes: Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

#### **VI. State of Wisconsin Requirements:**

This contract shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Stats., sexual orientation as defined in s.111.32(13m), Wis Stats, or national origin.

#### **VII. Selection Criteria**

Proposals will be reviewed and scored by a selection committee set up by the County. Award of the contract will be based upon committee recommendation after evaluation of proposals per the criteria identified in attachment C. Proposals will be ranked based on scores and the top scoring proposals *may* be invited in for an interview.

#### **VIII. Attachments**

- A. Scope of Work
- Drawings (Total of Two)
- B. Cost Sheet
- C. Scoring Sheet
- D. Reference Sheet
- E. Addendum Sheet
- F. Appeals
- G. Insurance Requirements

## **Attachment A**

### **Requirements Project # 1378**

#### **GENERAL INFORMATION & REQUIREMENTS**

##### **Brown County Courthouse Clerk of Courts & Hearing Rooms Project**

###### **Introduction:**

Brown County hereby requests proposals from qualified firms to provide Architectural and Engineering Design Services for the proposed remodeling of the Brown County Courthouse located at 100 South Jefferson Street, Green Bay, WI. The areas to be reworked include the Law Library located on the 1<sup>st</sup> floor of the Courthouse and the Clerk of Courts Office located at the lower level of the Courthouse.

###### **Background:**

The Brown County Circuit Court is looking to update its Commissioner Hearing Room Design in order to improve security and to relieve conflicting schedules of hearing rooms and other Court functions. Hearing Rooms A and B will remain unchanged. However, actions and proceedings currently conducted in Hearing Rooms C and D will be relocated to new hearings rooms which will be provided by the renovation of the Law Library.

The Clerk of Court Office is also being renovated to improve security and efficiencies. This renovation will include adding a private office, a secured storage area for evidence and office supplies, data room air conditioning, and an improved, more secure records services area. Employee work stations will also be updated.

###### **Purpose:**

The purpose of this proposal is to have qualified Architectural and Engineering Design firms submit their cost for design, specifications, and cost estimate of project. The construction start date for the project is scheduled for the fourth quarter of 2009.

###### **Scope of Work**

1. Services:
  - a. Design
    - i. Review BC preliminary plan recommendations
    - ii. Develop detail design drawings and specifications
    - iii. Obtain necessary State approvals.
    - iv. A plan for phasing construction while the areas are occupied
  - b. Bidding
    - i. Coordinate and represent BC throughout process.
  - c. Contract Administration
    - i. Provide Project Administration throughout construction
    - ii. Provide three site inspection throughout construction
2. Codes and Standards
  - a. Insure designs meet all applicable federal, state and local codes

- b. Design Commissioner Room furnishings to meet general office standards
- c. Clerk of Courts Office Area Workstations to be provided by others

**Submittal Requirements:**

- 1. Brief resumes highlighting related project experience
- 2. Principal members of team who will be assigned to this project
- 3. Schedule
- 4. Fees

**Vendor Time Line**

- 1. Submittals
- 2. Design Project
- 3. Bidding
- 4. Construction

**Attachment B**

**Cost Sheet  
Project # 1378**

Total Cost: \$ \_\_\_\_\_

**Vendor information:**

Company Name: \_\_\_\_\_

Minority Business (Yes or No): \_\_\_\_\_  
*For statistical purposes only*

Woman Owned Business (Yes or No): \_\_\_\_\_  
*For statistical purposes only*

Contact/Project Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Attachment C

### **Proposal Scoring Project # 1378**

All information submitted will be reviewed by a selection committee. Preferred vendor(s) will be selected based on the scoring criterion identified below. If determined necessary by the selection committee, finalists *may* be scheduled to appear before an interview panel. Any interviews will be at the vendor's expense. Those appearing for an interview shall be prepared to discuss their approach to this agreement with the selection committee.

#### Scoring Criterion

Specifications	Percentage
1. Fees	40
2. Organizational/Staff Capabilities and Qualifications	15
3. Experience on Similar Projects	25
4. Project Schedule	20
Total Points	100

Evaluation Factors: The evaluation factors to be used in proposal scoring are described below:

Fees – Identify and list all costs associated for the services requested in this document.

Organizational/Staff capabilities and qualifications – Describe firm's experience and capabilities of providing remodeling services. Describe education and work experience for each of key staff who would be assigned to the project.

Experience on similar projects – Describe the firm's experience on similar projects including for whom the work was done, the type and scope of the services provided and dates the work was done.

Project Schedule – The proposal shall include a proposed project schedule identifying key tasks and the completion date of ~~xxxx~~ 2009.

The County will consider only responsive and responsible vendors. Responsible criteria may include, but is not limited to, financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform the requirements as described herein. The County may also consider references, information obtained from background checks, and any information submitted or otherwise obtained by the County to make this determination.

The County may decide not to award a contract to vendor(s) if the owner and/or interpreter providing the services has any criminal convictions, been convicted of any crime that impugns honesty or integrity, has unsatisfied tax or judgment lien, or convicted of any other crime that may

interfere with providing suitable services as described herein and/or as determined by the County.  
The recommendation for award shall be based upon the proposal, which represents the most advantageous overall response for Brown County, all factors considered.

**Attachment D**

**Reference Data Sheet  
Project #1378**

Provide a current list of references. The references provided should be for services provided from the office that would be servicing this contract.

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**Attachment E**

**Addendum Sheet  
Project #1378**

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____	Initials _____
Addendum #2 _____	Initials _____
Addendum #3 _____	Initials _____
Addendum #4 _____	Initials _____
Addendum #5 _____	Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP from the plans and specifications and have checked the same in detail before submitting the Bid/RFP to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_

If this Bid/RFP is assigned a project number all vendors are responsible to check for addendums, posted on our web site at [www.co.brown.wi.us](http://www.co.brown.wi.us), for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of bid due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If Bid/RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP's that do not acknowledge addendums may be rejected.

All Bids/RFP's submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP's that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.



## **Attachment F**

### **Appeals Project #1378**

To: Vendors  
RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a Bid/RFP.

Appeals may be submitted for the following purchases:

- a) The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) The item price is \$5000 or more or the total order is \$10,000 or more, and
- c) Vendor selection was based on factual errors, or
- d) The lowest price vendor was not selected, or
- e) Failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor  
P.O. Box 23600  
Green Bay, WI. 54305-3600.

## Insurance Requirements Project #1378

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative.

- |                     |   |                     |   |  |                       |
|---------------------|---|---------------------|---|--|-----------------------|
| (1)                 | <p>Worker's Compensation Insurance and Employers Liability.</p> <p>State Statutory workers' compensation Limits</p> <p>Employer Liability, \$100,000 each accident.</p>   |                     |   |  |                       |
| (2)                 | <p>Comprehensive General Liability (Occurrence Form).</p> <ul style="list-style-type: none"> <li>• Products and Completed Operations</li> <li>• Personal Injury and Advertising Liability</li> <li>• Independent Contractors/Protective</li> </ul> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Limits of Insurance</td> <td>\$1,000,000 per occurrence</td> </tr> <tr> <td></td> <td>\$1,000,000 aggregate</td> </tr> </table> | Limits of Insurance | \$1,000,000 per occurrence  |  | \$1,000,000 aggregate |
| Limits of Insurance | \$1,000,000 per occurrence  |                     |   |  |                       |
|                     | \$1,000,000 aggregate   |                     |   |  |                       |
| (3)                 | <p>Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Limits of Insurance</td> <td>\$1,000,000 per occurrence for bodily injury and property damage.</td> </tr> </table>  | Limits of Insurance | \$1,000,000 per occurrence for bodily injury and property damage. |  |                       |
| Limits of Insurance | \$1,000,000 per occurrence for bodily injury and property damage.   |                     |   |  |                       |
| (4)                 | <p>Excess/Umbrella Liability.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Limit of Insurance</td> <td>\$1,000,000 per occurrence</td> </tr> </table>   | Limit of Insurance  | \$1,000,000 per occurrence  |  |                       |
| Limit of Insurance  | \$1,000,000 per occurrence  |                     |   |  |                       |

The Outside Contractor agrees that the General Liability and Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's as respects: liability

arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

#### Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

#### Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

#### Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

#### Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County  
Department of Administration  
P.O. Box 23600  
305 E. Walnut Street  
Green Bay, WI 54305-23600

#### Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

*\*\*\* Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract.\*\*\**

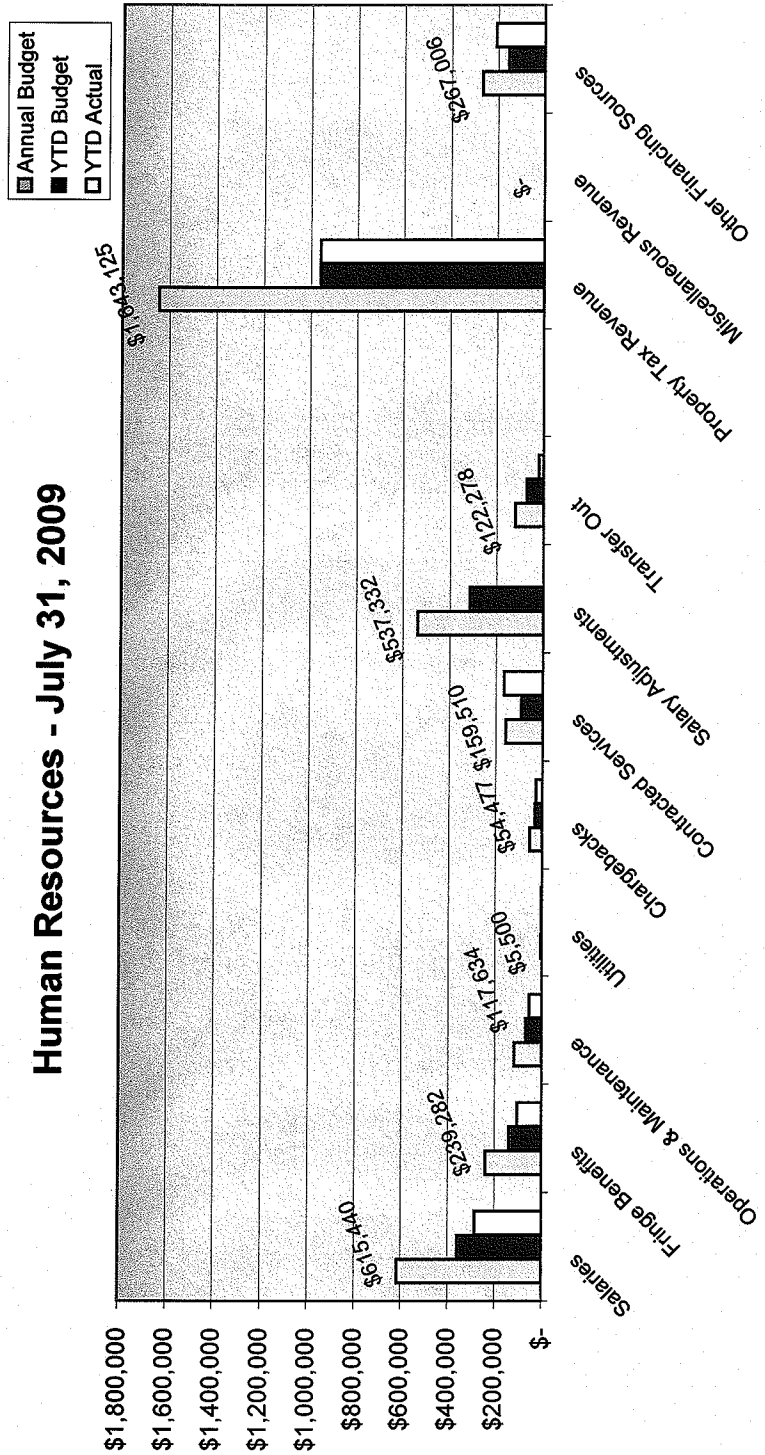
Brown County  
Human Resources  
Budget Status Report  
7/31/2009

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 615,440	\$ 359,007	\$ 283,593
Fringe Benefits	\$ 239,282	\$ 139,581	\$ 105,590
Operations & Maintenance	\$ 117,634	\$ 68,620	\$ 53,959
Utilities	\$ 5,500	\$ 3,208	\$ 2,135
Chargebacks	\$ 54,477	\$ 31,778	\$ 27,649
Contracted Services	\$ 159,510	\$ 93,048	\$ 166,652
Salary Adjustments	\$ 537,332	\$ 313,444	\$ -
Transfer Out	\$ 122,278	\$ 71,329	\$ 20,156
Property Tax Revenue	\$ 1,643,125	\$ 958,490	\$ 958,489
Miscellaneous Revenue	\$ -	\$ -	\$ 318
Other Financing Sources	\$ 267,006	\$ 155,754	\$ 208,678

**HIGHLIGHTS:**

The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

**Human Resources - July 31, 2009**



## HUMAN RESOURCES DEPARTMENT

## Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: September 16, 2009  
To: Administration Committee Members  
From: Debbie Klarkowski, Human Resources Manager  
Re: Administration Committee Report

## HUMAN RESOURCES ACTIVITY REPORT FOR AUGUST 2009

**Hires:*****Full-Time:***

Client Support Specialist	1
Correctional Officer	4
Curator	1
Patrol Officer	1
Secretary AODA	1

***Part-Time:***

Library Clerk	6
---------------	---

***Limited Term/Seasonal/On-Call:***

Co-op Students	4
Horticulture Asst	1
HS Extra Help	1
Shelter Care Worker (on-call)	1
UW Ext LTE	2

**TOTAL HIRES: 23****Separations:*****Full-Time:***

Child Support Specialist	1
Clinical Director	1
Housekeeper II	1
Librarian I	1
Patrol Officer	2

***Part-Time:***

Food Service Worker	1
Library Clerk	9
Public Health Nurse	1

***Limited Term/Seasonal/On-Call:***

Co-op – Clerk of Courts	2
Co-op – DA's Office	1
Finance – LTE	1
Horticulture Asst	1
Shelter Care (on-call)	1
Summer – Facilities	3
Summer – Golf Course	3
Summer – Highway	15
Summer – Law Clerk	2
Summer – MHC Housekeeping	1
Summer – Parks	5
Summer – Register of Deeds	1
UW Ext – Extra Help	1

**TOTAL SEPARATIONS: 54****Current Employees:**

Regular Employees: 1459 (1373.95 FTE's)

Extra Help: 221 (Includes On-call, Seasonal, Summer, Co-op/Intern &amp; Temporary Help positions.)

**Total Employees: 1680**

## 2009 BUDGET TRANSFER LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-67	8/18/09	NEW Zoo	Request to increase 641.057.001.4901 (Restricted Donation) and 5300 (Restricted Supplies) each by \$18,115 to allocate the remaining budget of a 2008 donation from Red Lewis for \$25,000.	5	Approved 8/26/09	Y		
09-68	8/19/09	Human Services	Request to transfer funds that were erroneously posted to the wrong category during the conversion to the new financial system. Increase 201.076.140.(143, 144 and 145).7000.0050 (CP Intake, Ongoing A and Ongoing B Purchased Svs) and decrease 5370.050 (CP Intake Contracted Svs) by \$8,000.	1	N/A	N	---	X
09-69	8/20/09	Airport	Request to utilize \$83,240 in outlay originally budgeted for miscellaneous land acquisition to replace leaky roof sections of the terminal building.	2a	Approved 8/26/09	N	---	N/A
09-70	8/20/09	Library	Request to transfer \$40,932 from fringe to outlay to purchase one replacement self-check unit at the Kress Family branch and one at the Ashwaubenon Branch. See budget transfer for actual account breakdown information.	2b	N/A	N	(Approved by Library Board - Library does not need approval from CB per 2006 resolution)	X
09-71	8/20/09	Library	Request to transfer funds from supplies to contributions for BCL Foundation contributions and rental space to cover increased property taxes for additional space at the Wrightstown branch. See budget transfer for actual account breakdown information.	3a	N/A	N	(Approved by Library Board - Library does not need approval from CB per 2006 resolution)	X
09-72	8/24/09	Sheriff	Request to transfer funds from the Jail dental services line to reflect a change in dental providers to one that provides all other health services. Decrease 100.074.072.001.5763 (Dental Svs); increase 5708 (Prof Svs) each by \$54,430.	3a	Approved 8/26/09	N	---	X
09-73	8/24/09	Sheriff	Request to decrease rev and expenses from the Village of Allouez to reflect their decision to leave a DEO II Officer position vacant for the remainder of 2009. Decrease 100.074.070.4700.453 (Intergovt Charges - Police Svs) by \$31,960; 5100 (Reg Wages) by \$20,635; and 5110.100 (Fringe - FICA) by \$11,325.	5	Approved 8/26/09	Y		
09-74	8/31/09	Public Safety	Allocation of a Homeland Security grant to add identification to the MARC Repeater and partially fund a few IFERN station. Local match will come from Public Safety non-outlay funds. Increase 100.013.001.6110 (Equipment Non-outlay) by \$18,878; 4301 (Grant Rev) by \$16,183; and decrease 5395 (Equipment Non-outlay) by \$2,695.	5	Approved 9/1/09	Y		
09-75	8/13/09	Human Services	Allocation of grant carryover received from the Department of Health Services for CCS/CSP quality improvement programming. Increase 201.076.170.173.4302.0510 (State Grant Rev CCS/CSP Quality); and 7000 (Purchased Services) for \$20,082.	5	Approved 9/3/09	Y		

**GRANT APPLICATION APPROVAL LOG**  
September Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-35	8/3/09	Human Services	Truancy & Drug/Alcohol Diversion Project	Wisconsin Office of Justice Assistance	\$450,000	\$0	9/09-9/12	Program funds important referral programs for youth in truancy cases and referrals to court for simple drug possession or underage drinking.
09-36	9/10/09	Port & Solid Waste	Wisconsin Clean Sweep 2010	DATCP	\$19,000	\$6,500	1/10-12/10	Funds will be used to supplement Brown County's ongoing household hazardous waste program disposal fees.
09-37	9/10/09	Port & Solid Waste	2010 Prescription Drug Grant	DATCP	\$4,000	\$3,056	1/10-12/10	Funds will be used to supplement educational activities associated with conducting prescription drug collections through radio advertising and promotion.

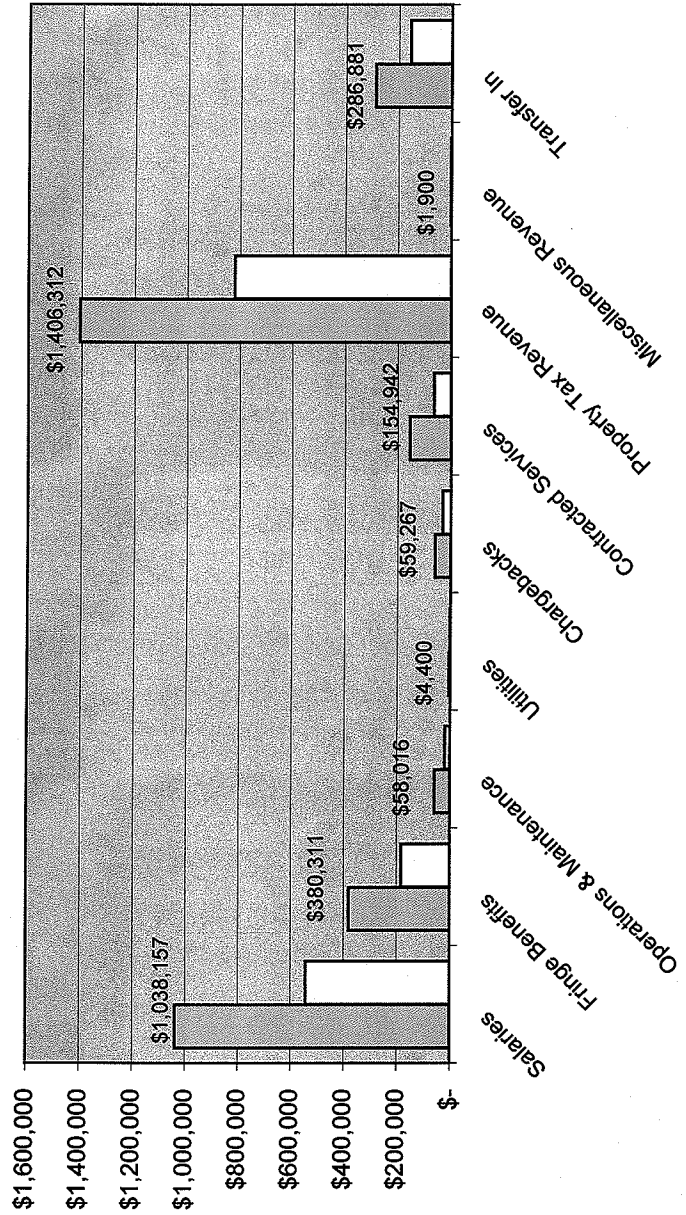
	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,038,157	\$ 542,726	52.28%
Fringe Benefits	\$ 380,311	\$ 182,982	48.11%
Operations & Maintenance	\$ 58,016	\$ 19,987	34.45%
Utilities	\$ 4,400	\$ 2,904	66.00%
Chargebacks	\$ 59,267	\$ 30,256	51.05%
Contracted Services	\$ 154,942	\$ 63,312	40.86%
Property Tax Revenue	\$ 1,406,312	\$ 820,351	58.33%
Miscellaneous Revenue	\$ 1,900	\$ 2,756	145.05%
Transfer In	\$ 286,881	\$ 155,079	54.06%

### HIGHLIGHTS:

Expenses: Savings is occurring in salaries and fringe due to vacancies. Savings is occurring in contracted services due to temporary help expenses for implementation of the new ERP being less than anticipated. Year to date savings is \$136,017.

Revenues: Transfer in covers the actual salaries and fringe of 3 LTE staff hired to help with the implementation of the new ERP.

### Administration July 31, 2009





Brown County  
Information Services  
Budget Status Report  
7/31/2009

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,211,325	\$ 656,681	54.21%
Fringe Benefits	\$ 536,597	\$ 243,634	45.40%
Operations & Maintenance	\$ 1,668,189	\$ 915,974	54.91%
Utilities	\$ 252,616	\$ 79,940	31.64%
Chargebacks	\$ 5,849	\$ 3,774	64.52%
Contracted Services	\$ 272,915	\$ 65,010	23.82%
Depreciation	\$ 389,903	\$ 239,882	61.52%
Outlay	\$ -	\$ 8,892	-
Charges for Sales and Service	\$ -	\$ 324	-
Miscellaneous Revenue	\$ -	\$ 9,000	-
Charges to County Departments	\$ 4,337,394	\$ 2,073,708	47.81%
Transfer In	\$ -	\$ 26,182	-

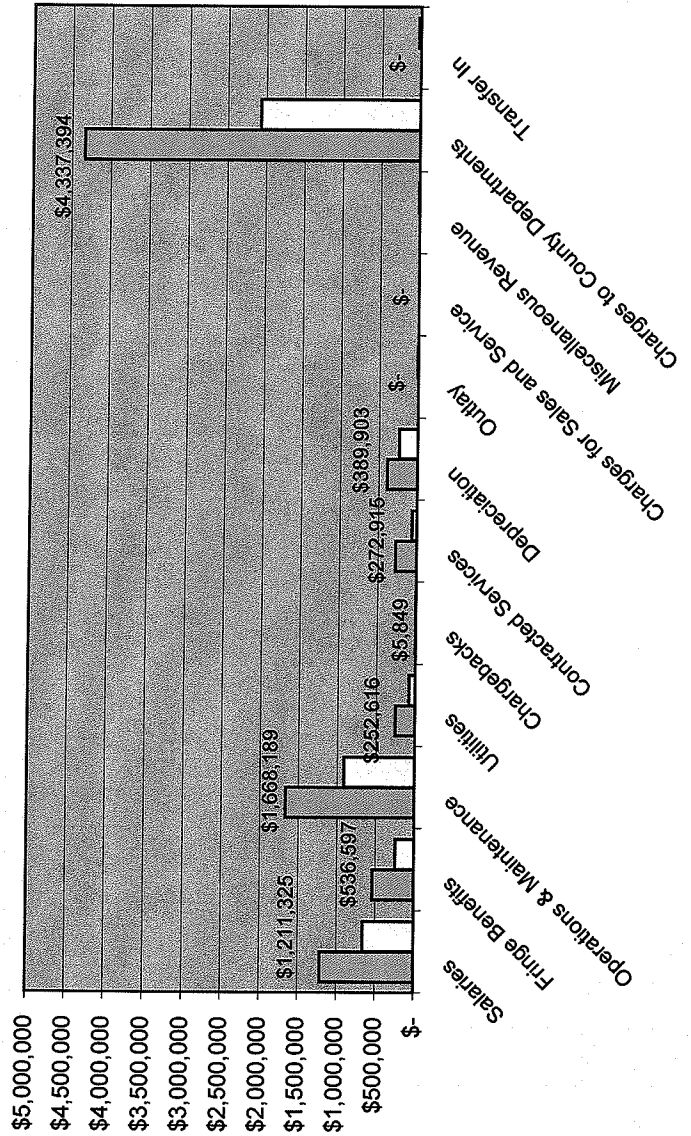
**HIGHLIGHTS:**

Expenses: Savings is being experienced in salaries and fringe due to a vacancy. Savings in utilities is due to upcoming charges related to the installation of new phone and internet services and the jail and Community Treatment Center.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and direct expenses.

**Information Services  
July 31, 2009**

■ Annual Budget  
□ YTD Actual



## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION**

**APPROVAL LEVEL**

- |  |  |                  |
|--|--|------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories  | Department Head  |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.   | County Executive |
|  | <input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                                     | County Board     |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.  | County Executive |
|  | <input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Board     |
| <input checked="" type="checkbox"/> Category 4 | Interdepartmental Transfer (including contingency or general fund transfers)   | County Board     |
| <input type="checkbox"/> Category 5            | Increase in Expenditures with Offsetting Increase in Revenue   | County Board     |

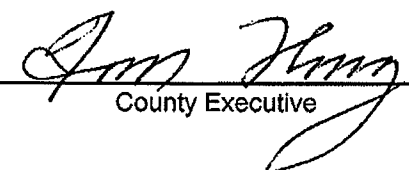
**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

*During 2009 the health premiums were reduced to more accurately reflect the costs of insurance claims. This budget transfer returns to the General Fund the excess property taxes that were levied for the budgeted health insurance premium by decreasing the fringe benefit expense and increasing the transfer to the General Fund per the attached. This budget transfer also reduces health insurance premium revenue budgeted in the Health Insurance Fund.*

*The savings recognized by the reduction of premiums will be applied to the Organizational Efficiency Plan savings of \$835,487 which was budgeted in the General Fund for 2009.*

Administration Department	<div style="text-align: center;">           Department Head       </div>	<div style="text-align: center;">         9/14/09          Date       </div>
------------------------------	--	--

- ☒ Approved
- ☐ Disapproved

<div style="text-align: center;">           County Executive       </div>	<div style="text-align: center;">         9/15/09          Date       </div>
---	--

	<u>Increase Transfer to General Fund</u>	<u>Decrease Fringe Benefits</u>
Administration	25,000	25,000
Admin - Information Services	25,000	25,000
Child Support	25,000	25,000
Community Programs	300,000	300,000
Community Treatment Center	200,000	200,000
County Clerk	20,000	20,000
Facility Management	40,000	40,000
Health	35,000	35,000
Highway	30,000	30,000
Human Resources	10,000	10,000
Land Conservation	30,000	30,000
Museum	30,000	30,000
Park	10,000	10,000
Public Safety Communications	100,000	100,000
Sheriff	475,000	475,000
Veterans Service	10,000	10,000
	<u>1,365,000</u>	<u>1,365,000</u>

	<u>Decrease Premium</u>
Health and Dental Insurance	1,365,000

Brown County  
Child Support

Budget Status Report

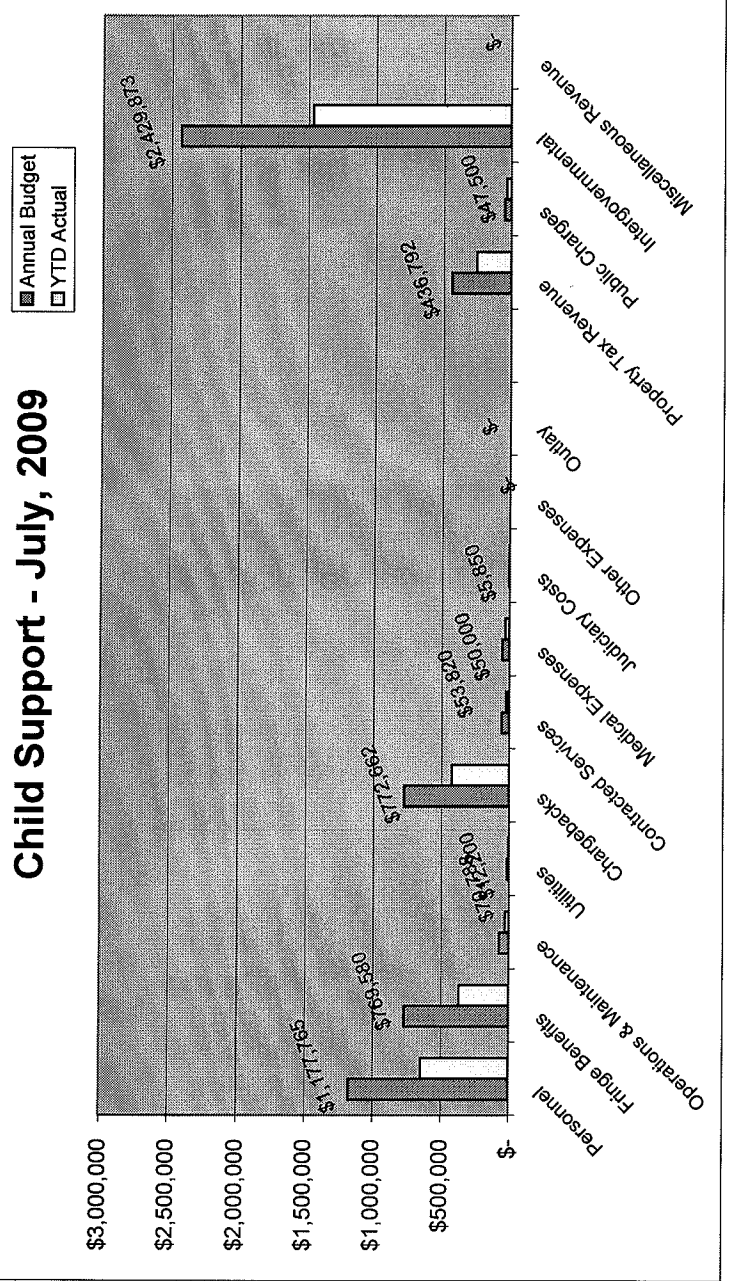
7/31/2009

	Annual Budget	YTD Actual
Personnel	\$ 1,177,765	\$ 645,410
Fringe Benefits	\$ 769,580	\$ 368,761
Operations & Maintenance	\$ 70,788	\$ 27,561
Utilities	\$ 12,200	\$ 5,679
Chargebacks	\$ 772,662	\$ 422,171
Contracted Services	\$ 53,820	\$ 22,566
Medical Expenses	\$ 50,000	\$ 29,406
Judiciary Costs	\$ 5,850	\$ 3,051
Other Expenses	\$ -	\$ -
Outlay	\$ -	\$ -
Property Tax Revenue	\$ 436,792	\$ 254,793
Public Charges	\$ 47,500	\$ 32,483
Intergovernmental	\$ 2,429,873	\$ 1,464,218
Miscellaneous Revenue	\$ -	\$ -

**HIGHLIGHTS:**

Savings have been realized in most expenditure categories; child support funding is based on federal fiscal year beginning 10/1.

## Child Support - July, 2009



# PRODUCTION \*Brown Co\* PRODUCTION

## Child Support Agency Budget Report July 2009

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
<b>Fund: 210 - Child Support</b>									
<b>Revenues</b>									
PTX - Property taxes	436,792.00	0.00	436,792.00	36,399.00	0.00	254,793.00	181,999.00	58%	215,761.00
IGV - Intergovernmental	2,429,873.00	0.00	2,429,873.00	149,971.30	0.00	1,464,218.01	965,654.99	60%	1,433,584.04
CSS - Charges for sales and services	47,500.00	0.00	47,500.00	3,940.32	0.00	32,483.20	15,016.80	68%	28,455.02
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	64.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$2,914,165.00	\$0.00	\$2,914,165.00	\$190,310.62	\$0.00	\$1,751,494.21	\$1,162,670.79	60%	\$1,677,864.06
<b>Expenditures</b>									
PER - Personnel services	1,177,765.00	0.00	1,177,765.00	88,225.17	0.00	645,410.18	532,354.82	55%	617,256.12
FBI - Fringe benefits and taxes	769,580.00	0.00	769,580.00	58,738.36	0.00	368,761.92	400,818.08	48%	421,233.52
SRE - Salaries reimbursement	0.00	0.00	0.00	0.00	0.00	(13,981.31)	13,981.31	+++	(996.42)
OPM - Operations and maintenance	70,788.00	0.00	70,788.00	2,295.63	0.00	27,561.40	43,226.60	39%	29,506.74
UTL - Utilities	12,200.00	0.00	12,200.00	683.19	0.00	5,679.77	6,520.23	47%	5,149.01
CHG - Chargebacks	772,662.00	0.00	772,662.00	57,492.16	0.00	422,171.27	350,490.73	55%	397,074.53
CON - Contracted services	55,320.00	0.00	55,320.00	2,190.05	0.00	22,566.27	32,753.73	41%	31,244.83
MED - Medical expenses	50,000.00	0.00	50,000.00	0.00	0.00	29,406.20	20,593.80	59%	24,150.00
JUD - Judiciary Costs	5,850.00	0.00	5,850.00	330.00	0.00	3,051.25	2,798.75	52%	2,650.00
OTH - Other	0.00	0.00	0.00	0.00	0.00	4,946.61	(4,946.61)	+++	0.00
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$2,914,165.00	\$0.00	\$2,914,165.00	\$209,954.56	\$0.00	\$1,515,573.56	\$1,398,591.44	52%	\$1,527,268.33
Revenue Total:	\$2,914,165.00	\$0.00	\$2,914,165.00	\$190,310.62	\$0.00	\$1,751,494.21	\$1,162,670.79	60%	\$1,677,864.06
Expenditure Total:	\$2,914,165.00	\$0.00	\$2,914,165.00	\$209,954.56	\$0.00	\$1,515,573.56	\$1,398,591.44	52%	\$1,527,268.33
Fund: 210 Net Total	\$0.00	\$0.00	\$0.00	(\$19,643.94)	\$0.00	\$235,920.65	(\$235,920.65)		\$150,595.73
Revenue Grand Total:	\$2,914,165.00	\$0.00	\$2,914,165.00	\$190,310.62	\$0.00	\$1,751,494.21	\$1,162,670.79	60%	\$1,677,864.06
Expenditure Grand Total:	\$2,914,165.00	\$0.00	\$2,914,165.00	\$209,954.56	\$0.00	\$1,515,573.56	\$1,398,591.44	52%	\$1,527,268.33
Grand Total:	\$0.00	\$0.00	\$0.00	(\$19,643.94)	\$0.00	\$235,920.65	(\$235,920.65)		\$150,595.73

## REQUEST FOR BUDGET TRANSFER

**INSTRUCTIONS:** This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

**TYPE OF TRANSFER**  
(check one)

**DESCRIPTION**

**APPROVAL LEVEL**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Category 1            | Reallocation from one line item to another within the major budget categories   | Department Head                      |
| <input type="checkbox"/> Category 2            | <input type="checkbox"/> a. Change in Outlay not requiring transfer of funds from another major budget category.<br><input type="checkbox"/> b. Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.                      | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 3            | <input type="checkbox"/> a. Reallocation between Budget Categories other than 2b or 3b transfers.<br><input type="checkbox"/> b. Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services. | County Executive<br><br>County Board |
| <input type="checkbox"/> Category 4            | Interdepartmental Transfer (including contingency or general fund transfers)  | County Board                         |
| <input checked="" type="checkbox"/> Category 5 | Increase in Expenditures with Offsetting Increase in Revenue  | County Board                         |

**DESCRIPTION AND JUSTIFICATION** (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

*Under the terms of the American Recovery and Reinvestment Act (ARRA), child support agencies are eligible to receive additional funding as incentive matching for IV-D functions pre-approved by the State of Wisconsin. A label printer to be used as part of the file index/maintenance plan was approved at a cost of \$371.*

Increase 210.017.001.4302 (State Grant Revenue) \$371  
 Increase 210.017.001.5395 (Equipment-Nonoutlay) \$371

Child Support Agency      [Signature]      9/14/09  
 Department      Department Head      Date

- ☒ Approved  
☐ Disapproved

[Signature]      9/14/09  
 County Executive      Date

OK  
 [Signature]  
 9/14/09

Brown County  
Register of Deeds  
Budget Status Report

7/31/2009

	Annual Budget	YTD Actual
Salaries Personnel Services	\$ 485,783	\$ 267,333
Fringe Benefits	\$ 334,033	\$ 159,876
Operations & Maintenance	\$ 46,863	\$ 32,494
Utilities	\$ 3,400	\$ 1,812
Chargebacks	\$ 191,397	\$ 106,678
Contracted Services	\$ 15,000	\$ 8,103
Transfer Fees	\$ 550,000	\$ 198,501
Charges for Sales & Services	\$ 934,500	\$ 603,896
Property Taxes	\$ (408,024)	\$ (238,014)

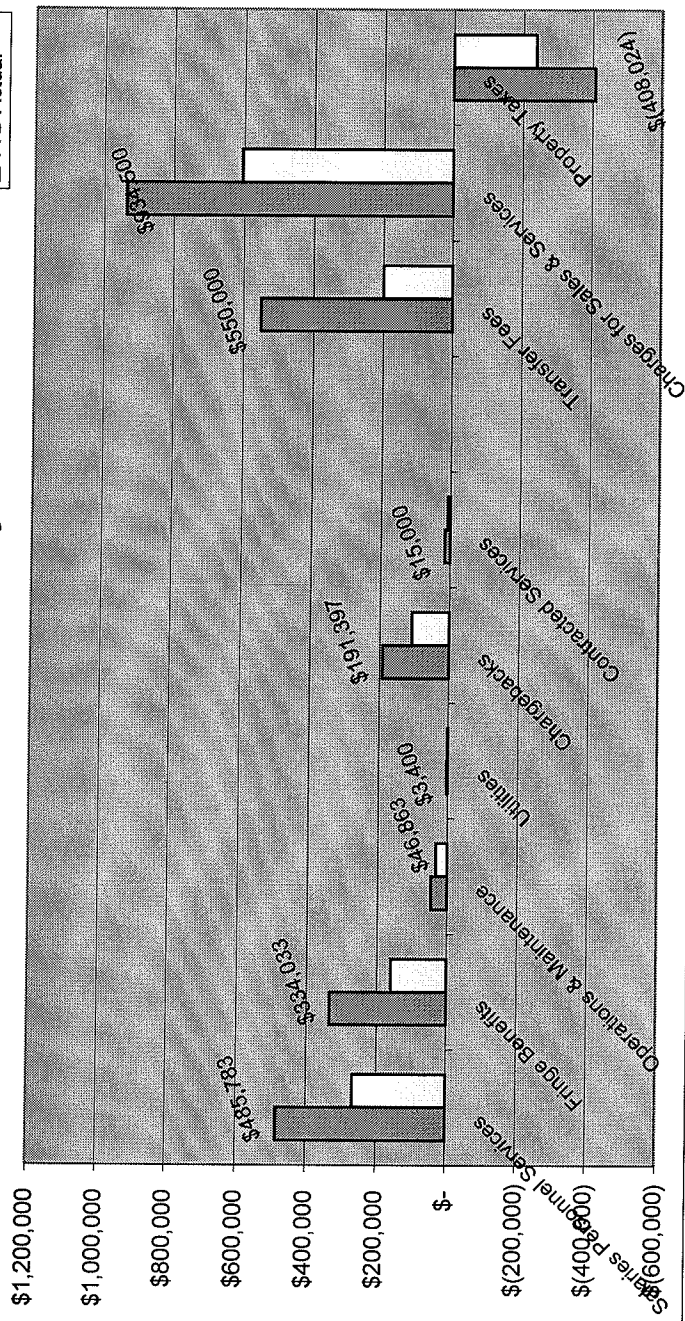
**HIGHLIGHTS:**

Cost categories are within budget.

Revenue received in excess of costs is returned to the General Fund. The revenue is dependent on the housing market, which has decreased activity since 2006.

**Register of Deeds - July 2009**



■ Annual Budget  
□ YTD Actual





## NOVEMBER 2009




SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Executive Cmte 6pm		Public Safety 5pm	Ed & Rec 5:30pm		
1	2	3	4	5	6	7
	<b>Board of Supervisors 9am</b>	Vets' Recognition 5:15pm	 Veteran's Day	Facility Master Plan SubCmte 5:15pm		
8	9	10	11	12	13	14
		Homeless 3:30pm				
15	16	17	18	19	20	21
	Land Con 6pm Plan Develop & Trans 6:30pm	Criminal Justice Coord Bd 3:30pm	Human Svc Cmte 6pm	Admin 5:30pm <b>THANKSGIVING</b> 		
22	23	24	25	26	27	28
29	30					



## DECEMBER 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5pm	Ed & Rec 5:30pm		
		1	2	3	4	5
	Executive Cmte 6pm	Vets' Recognition 5:15pm				
6	7	8	9	10	11	12
		Homeless 3:30pm	EMS 1:30pm Board of Supervisors 7pm	Facility Master Plan SubCmte 5:15pm		
13	14	15	16	17	18	19
			Human Svc Cmte 6pm	Admin 5:30pm <b>Christmas Eve</b>	<b>MERRY CHRISTMAS!</b> 	
20	21	22	23	24	25	26
	Land Con 6pm Plan Develop & Trans 6:30pm	Criminal Justice Coord Bd 3:30pm		<b>New Year's Eve</b>		
27	28	29	30	31		